



Northern  
Lights  
LEARNING TRUST

**LEARNING SUPPORT ASSISTANT**  
**Ian Ramsey CE Academy**

**APPLICATION  
PACK**





# Northern Lights



We are a Multi-Academy Trust currently comprising nine schools – primary and secondary – and over 4,000 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Learning Support Assistant within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4000 pupils and employ over 500 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer



## Welcome from the Headteacher

It is my pleasure to welcome you to Ian Ramsey CE Academy, where I am privileged to have been recently appointed to the post of Headteacher.

Ian Ramsey CE is a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1187 pupils on roll in years 7-11. In 2022, Ofsted described our academy as a place where 'Pupils and staff have positive relationships. There is an inclusive culture built on a Christian ethos.'

The Christian ethos shapes the daily culture of our school so our children feel safe and are cared for. Our Academy's mission statement, '**Together to learn, to grow, to serve**', encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

We provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils. We want all our children to reach their full potential, to give them the opportunity to flourish, to recognise and develop their individual gifts and talents and approach the outside world with confidence. Our DEEP curriculum, offers all pupils a first-class education based on high-quality teaching and a range of experiences outside of the classroom.

The 2024/25 academic year will be an exciting one for all those involved. Whilst the most recent Ofsted inspection judged the academy to be 'good' in all areas, there is still so much potential that is yet to be recognised and harnessed. I look forward to developing a team builds on the great foundations to ensure outstanding education outcomes and experiences for the community of Stockton. The post of Learning Support Assistant will be instrumental in supporting this development. I welcome interested applicants to visit the academy, meet our wonderful students and staff and I am sure you will be inspired to make an application. Please contact [catherine.ronan@nlt.co.uk](mailto:catherine.ronan@nlt.co.uk) to express an interest.

Thank you for your interest in our academy.

Kind regards

Donna Park  
**Headteacher**

**LEARNING SUPPORT ASSISTANT**  
**Permanent position required for October 2024**  
**IAN RAMSEY CE ACADEMY**  
**NJC SCP 6 – 9 Salary £23,893 - £25,119 pa FTE**  
**32.5hrs per week, term time only, plus 5 inset days**

We are looking for an enthusiastic and self-motivated person to join our Learning Support Team. The successful candidate will have excellent interpersonal skills and, together with our SEND team under direction/guidance of the SENDCo, ensure work that enables access to learning for all pupils.

To be considered for this position of Learning Support Assistant, you must have the ability to work collaboratively with teachers, non-teaching staff and pupils; enjoy working with young people in a busy school setting and have excellent practical skills. You will need to be highly organised and self-motivated, a strong communicator with solid interpersonal skills, proficient in the use of IT packages and have knowledge of Health and Safety procedures within a lab environment.

If you have high expectations of yourself, enthusiasm, and a shared commitment to continual improvement we would like to hear from you.

The successful candidate should have:

- Experience of working to support pupils with SEN.
- Excellent communication skills.
- Strong organisational skills.
- A positive attitude, flexibility, and adaptability.
- Ability to engage and deliver lesson resources under the guidance of the teacher.
- High expectations of yourself and others.

If so, we would really welcome your application.

## In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme.
- The opportunity to work as part of a growing Trust and shape this role.
- Employee welfare package, including 24-hour GP access and access to whole range of wellbeing package

Details of the school can be found on the school website: <https://www.ianramsey.org.uk/>

### CLOSING DATE:

**Applications must be received by: Friday 27<sup>th</sup> September 2024, noon.**

**Shortlisting will take place on: Monday 30<sup>th</sup> September 2024**

**Interviews will take place: Friday 4<sup>th</sup> October 2024**

### HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, via email to [IRrecruitment@nllt.co.uk](mailto:IRrecruitment@nllt.co.uk) or by post to **Recruitment**, Ian Ramsey CE Academy, Fairfield Road, Stockton-on-Tees, TS19 7AJ.

Applications will only be considered on receipt of an application form, **CVs and other forms of application will not be accepted**. For further information, please contact Catherine Ronan 01642 585205.



# JOB DESCRIPTION

<b>POST:</b>	Learning Support Assistant
<b>RESPONSIBLE TO:</b>	SENDCO
<b>RESPONSIBLE FOR:</b>	Providing teaching and learning support to individuals and/or groups of pupils in the learning environment.
<b>SALARY BAND:</b>	NCJ SCP 6-9
<b>START DATE:</b>	October 2024 or sooner

## **Purpose of Job**

To work under the guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils, including those with SEN. Work will be carried out in the classroom and outside the main teaching area.

## **TASKS:**

### **SUPPORT FOR THE PUPIL:**

- Supervise and provide support for identified pupils, including those with special needs, ensuring their safety and access to learning activities.
- Be aware of, create and implement Individual Learner Profiles, Education/Behaviour/Support Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Be aware of, complete and implement the SEND pupil support programme.

### **SUPPORT FOR THE TEACHER:**

- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers under teacher guidance.
- Provide clerical/administrative support e.g., photocopying, typing, filing, administer coursework etc.
- As directed by the SENDCO, plan and deliver intervention programmes for pupils as appropriate and in relation to academic needs and emotional wellbeing.

#### **SUPPORT FOR THE CURRICULUM:**

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

#### **SUPPORT FOR THE ACADEMY:**

- Be aware of and comply with policies and procedures relating to SEND, Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- Undertake morning, break, lunch, and end of day supervision duties.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times.
- Accompany teaching staff and pupils on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to always comply with Health & Safety requirements.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Undertake first aid duty as required to support the Academy.
- Undertake regular first aid training as required.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



## PERSON SPECIFICATION LEARNING SUPPORT ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	<ol style="list-style-type: none"> <li>Completed NLLT application form (A)</li> <li>Fully support references (A)</li> </ol>		Application
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>Grade C or equivalent in English, Mathematics and Science. (A)</li> <li>NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience. (A)</li> <li>Hold or be willing to undertake a certificate in First Aid. (A)</li> </ol>	<ol style="list-style-type: none"> <li>Child Protection training. (A)</li> <li>Training in the literacy/numeracy strategy. (A)</li> <li>Training in Special Educational Needs strategies. (A)</li> </ol>	Application
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>Recent and relevant experience of working with and/or caring for children within a specified age range (A).</li> <li>Understanding of SEMH needs within an education setting. (I)</li> </ol>	<ol style="list-style-type: none"> <li>Experience of working in a school environment(A)</li> </ol>	Application Interview References
<b>SKILLS AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>Work effectively within a team environment, understanding classroom roles and responsibilities (A).</li> <li>Build effective working relationships with all pupils and colleagues. (I)</li> <li>Promote a positive ethos and role model positive attributes. (I)</li> <li>Work with children at all levels regardless of specific individual needs (A).</li> </ol>	Knowledge of: <ol style="list-style-type: none"> <li>Child Protection. (A)</li> <li>Equal Opportunities and recognising the nature of the diverse Academy community. (I)</li> <li>Understanding of Attachment Awareness and Trauma Informed Practice. (I)</li> <li>Knowledge of therapeutic interventions. (I)</li> </ol>	Application Interview References

	<p>16. Experience of resources preparation to support learning programmes (A).</p> <p>17. Manage behaviour of children in a positive and supportive manner. (I)</p> <p>18. General awareness of inclusion, especially within an educational setting(I)</p>		
<b>PERSONAL QUALITIES</b>	<p>23. Friendly, approachable, and professional manner.</p> <p>24. Calm approach.</p> <p>25. Demonstrate and promote the positive value, attitudes, and behaviour they expect from the pupils with whom they work.</p> <p>26. Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils' learning.</p> <p>27. Able to improve their own practice through observations, evaluation, and discussion with colleagues.</p> <p>28. Willingness to undertake relevant CPD in line with role and needs of the Academy.</p>		E23-28 Interview References
<b>OTHER</b>	<p>29. Fully enhanced DBS clearance with children's barred list check</p>	<p>30. Strong recommendation</p>	References Enhanced DBS certificate

**References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

**DBS:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.****Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.