



Northern  
Lights

LEARNING TRUST

**WRAP AROUND PROVISION  
ASSISTANT  
GRANGE PRIMARY SCHOOL  
APPLICATION PACK**





# Northern Lights



**Northern  
Lights**  
LEARNING TRUST

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.



**Northern  
Lights**  
TEACHING SCHOOL HUB

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.



**Northern  
Lights**  
EARLY YEARS HUB NORTH EAST

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 a 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 Wrap Around Provision 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 600 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 Head of School

Thank you for your interest in the post of Wrap Around Provision Assistant at Grange Primary School.

I am privileged to have been appointed as the Head of School at Grange Primary School from September 2024. I look forward to my journey of leading this school forward through this exciting new chapter. I am extremely proud of all that we achieve as #TeamGrange, driven to ensure every child's journey with us is the best it can be!

I am fully committed to the community of Grange Primary School and strive to ensure that the school serves our local children and their families well, providing the very best support and guidance. Grange Primary School is a fully inclusive school, with an Additional Resourced Provision of 21 planned places to support children with Autism or Physical/Medical needs. We are a forward-thinking school, with a solution-focused approach. We learn together every day, looking for ways we can make things even better.

Our Vision is to ***be the first choice of school for every local child and family.***

Our mission is ***to provide a stable, safe and nurturing environment at the heart of the community, where everyone can flourish.*** Each and every member of our school community has an important role to play in achieving this, and we are therefore looking for enthusiastic, positive and resilient individuals to join our team of dedicated, passionate and highly skilled staff. A non-judgemental, kind and compassionate approach is vital for anyone wanting to join our amazing team.

We have recently started our journey to becoming a Thrive school, which demonstrates our continued commitment to ensuring we support the emotional and social development of children through a trauma sensitive approach, alongside their academic development, having high expectations for all.

Our **values** are embedded into our curriculum, and we aim to model and promote these in everything we do. Please visit our website [www.grangeprimaryschool.org](http://www.grangeprimaryschool.org), where you will find more information about our values, curriculum drivers and other information about the school, which will give a broader picture of who we are and how we work.

If you are excited by this opportunity to become a Wrap Around Provision Assistant at Grange Primary School and have any more questions, please do arrange to speak to me. We look forward to receiving your application.

Kind Regards,

*Sam Musgrave*

**WRAP AROUND PROVISION ASSISTANT x3**  
**Fixed term positions starting January 2025 to 31<sup>st</sup> August 2025 linked**  
**to funding**  
**based at Grange Primary School**  
**NJC SCP 5 (£23,500 Pro-rata), £8553.28 actual**  
**16 hours per week, term time only**

Are you enthusiastic, organised and welcoming?  
Would you like to create a safe and fun after school provision for school aged children?  
Can you help to design and organise activities that will be engaging for children?  
Can you break down barriers through positive relationship building?

**Do you...**

- Support, nurture and understand.
- Seek to make after school provision exciting and a positive experience.
- Communicate well with parents, carers and members of staff, as well as pupils.
- Strive to be driven and proactive.
- Work well as part of a team with positivity and a high sense of professionalism.
- Consider yourself to be IT literate.

If this is you, 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.
- Employee benefits package, including discounts and access to salary sacrifice schemes.

Details of the school can be found on the school website:

[www.grangeprimaryschool.org](http://www.grangeprimaryschool.org)

## HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [gapplications@nllt.co.uk](mailto:gapplications@nllt.co.uk) or by post to Grange Primary School, Owton Manor Lane, Hartlepool, TS25 3PU

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 01429 272007.

Deadline for Applications – Tuesday 5<sup>th</sup> November – 9.00am

Shortlisting – Tuesday 5<sup>th</sup> November

Interviews – Monday 11<sup>th</sup> November

## JOB DESCRIPTION

POST: WRAP AROUND PROVISION ASSISTANT

RESPONSIBLE TO: HEAD OF SCHOOL

RESPONSIBLE FOR: Providing after school activities and supervision to individuals and groups of pupils.

SALARY BAND: NJC SCP 5

START DATE: Jan 2025

## PURPOSE OF JOB

- To support the wrap around coordinator and work as part of a professional team to support provision of out of school activities to children, in line with the school and Trust's policies and procedures.

## PRINCIPLE RESPONSIBILITIES

- To assist in organising after school activities and provision for children and supervise children building positive relationships.

## MAIN DUTIES



## Support for the Wrap Around Coordinator

- Assisting in the preparation of after school activities and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the after school provision environment.
- Assist with the delivery of engaging activities and provision in order to support the educational, nutritional and social development of pupils.
- Assist in keeping accurate records of attendance.
- Overseeing the care and cleanliness of the environments, equipment and materials.
- Supporting with routine administration i.e. filing reports, distributing leaflets and reports.

## Support for the Pupil

- Ensure the children's environment is safe and able to support the focus of the after school club.
- Supervising the use of equipment as required to maintain pupils' needs and support their participation in activities.
- Supervise individual pupils or small groups in after school activities.
- Maintaining awareness of pupils' needs.
- Support the inclusion of all pupils.
- Support pupils in emotional and social well-being, and support pupils in their social, emotional and personal development.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the wrap around coordinator.
- Having and applying a level of understanding of SEND, as determined by the SEND Code of Practice.
- Promote high standards of behaviour and be an effective role model for pupils through an empathetic approach. Employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention (where the appropriate training has been accessed or where the need arises to ensure the safety and welfare of themselves or others).
- Contribute to the creation of individual pupil emotional regulation plans and risk assessments where required and model effective practice in adhering to these.
- Be aware of child protection issues and report concerns to an appropriate designated lead or deputy designated lead.
- Prepare a balanced snack including fruit and vegetables for consumption by pupils

## Support for the School

- Assisting in ensuring that pupils adhere to the behaviour and relational policy of the school and providing feedback to senior staff and senior colleagues on the effectiveness of strategies used.

- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
- Assist the school and Trust in promoting the school and Trust values, vision and mission.

## General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
- It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and Trust and needs of all pupils.

## Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Treating pupils consistently with respect and consideration.
- In line with the school and Trust's policy and procedures, using behaviour management strategies which contribute to a purposeful environment and where necessary exercise appropriate physical intervention.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within the school and Trust's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in school and responding effectively, following school and Trust's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

## Trust and school ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.



- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and other learning activities and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- To be aware of requirements in respect of confidentiality, child protection and safeguarding procedures, health and safety, behaviour managements, equal opportunities, special educational needs and other policies of the Trust and school.
- As and when required as directed by teaching staff, escort pupils home, conduct home visits and carry out first response visits, with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary.

## Specific Duties

To facilitate provision for SEN pupils.

To undertake any other duties commensurate with the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school and Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school and Trust records and information.

The post holder must carry out their duties with full regard to the Academies Single Equality Duty, Code of Conduct, Child Protection Policy and all other Trust and school Policies. The postholder must comply with the school and Trust Health and Safety rules and regulations and with Health and Safety legislation.

## PERSON SPECIFICATION – WRAP Around Assistant

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ol style="list-style-type: none"> <li>Well written and completed application form.</li> </ol>		Application (1)
QUALIFICATIONS AND KNOWLEDGE	<ol style="list-style-type: none"> <li>Relevant equivalent Level 2 qualification or experience</li> <li>Maths and English GCSE or equivalent</li> </ol>	<ol style="list-style-type: none"> <li>Paediatric First Aid or willing to work towards</li> <li>First Aid qualification or willing to work towards</li> <li>Food hygiene certificate or willing to work towards</li> <li>Team Teach Training or willing to work towards</li> </ol>	Application (2-7) Certificates (2-7)
EXPERIENCE	<ol style="list-style-type: none"> <li>Experience of working within a school setting or with school aged children.</li> <li>Experience of creating positive relationships with children.</li> </ol>	<ol style="list-style-type: none"> <li>Experience of working with pupils with Special Educational Needs</li> <li>Experience of setting up, resourcing and supervision activities.</li> </ol>	Application (8-11) Interview (8, 9) References

PROFESSIONAL DEVELOPMENT	12. Demonstrate a commitment to professional development and the implementation of new approaches as needed		Application (12) Interview (12)
KNOWLEDGE, SKILLS AND ABILITIES	<p>13. Ability to supervise children individually or in groups and adapt levels of support to meet need.</p> <p>14. Ability to empathise with children and motivate and inspire them to be ready, respectful and safe.</p> <p>15. Awareness of importance of and ability to develop effective partnerships and relationships with parents/carers and other stakeholders and members of the school community.</p> <p>16. Ability to communicate effectively both orally and in writing</p> <p>17. Ability to work independently using own initiative and as part of a team</p> <p>18. Secure knowledge and understanding of effective safeguarding</p>		Application (13, 14, 16, 17, 18) Interview (13, 15, 16, 19,) References

	<p>procedures and how to keep children safe in education.</p> <p>19. Understand the importance of personal self-care and wellbeing.</p>		
PERSONAL ATTRIBUTES	<p>20. Enthusiastic with a positive outlook and solution focussed approach</p> <p>21. Ability to manage pressure effectively and deal with challenging situations in a calm and measured manner</p> <p>22. Flexible, adaptable and resilient</p> <p>23. Reliable and honest with high personal integrity</p> <p>24. Responsive to feedback, challenge and support with a reflective approach.</p>		<p>Application (20-24)</p> <p>Interview (21)</p> <p>References</p>
REFERENCES and DBS	<p>25. Fully supported in reference.</p> <p>26. Fully enhanced DBS clearance with children's barred checklist</p>		<p>References (25)</p> <p>Enhanced DBS Certificate (26)</p>



**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.