

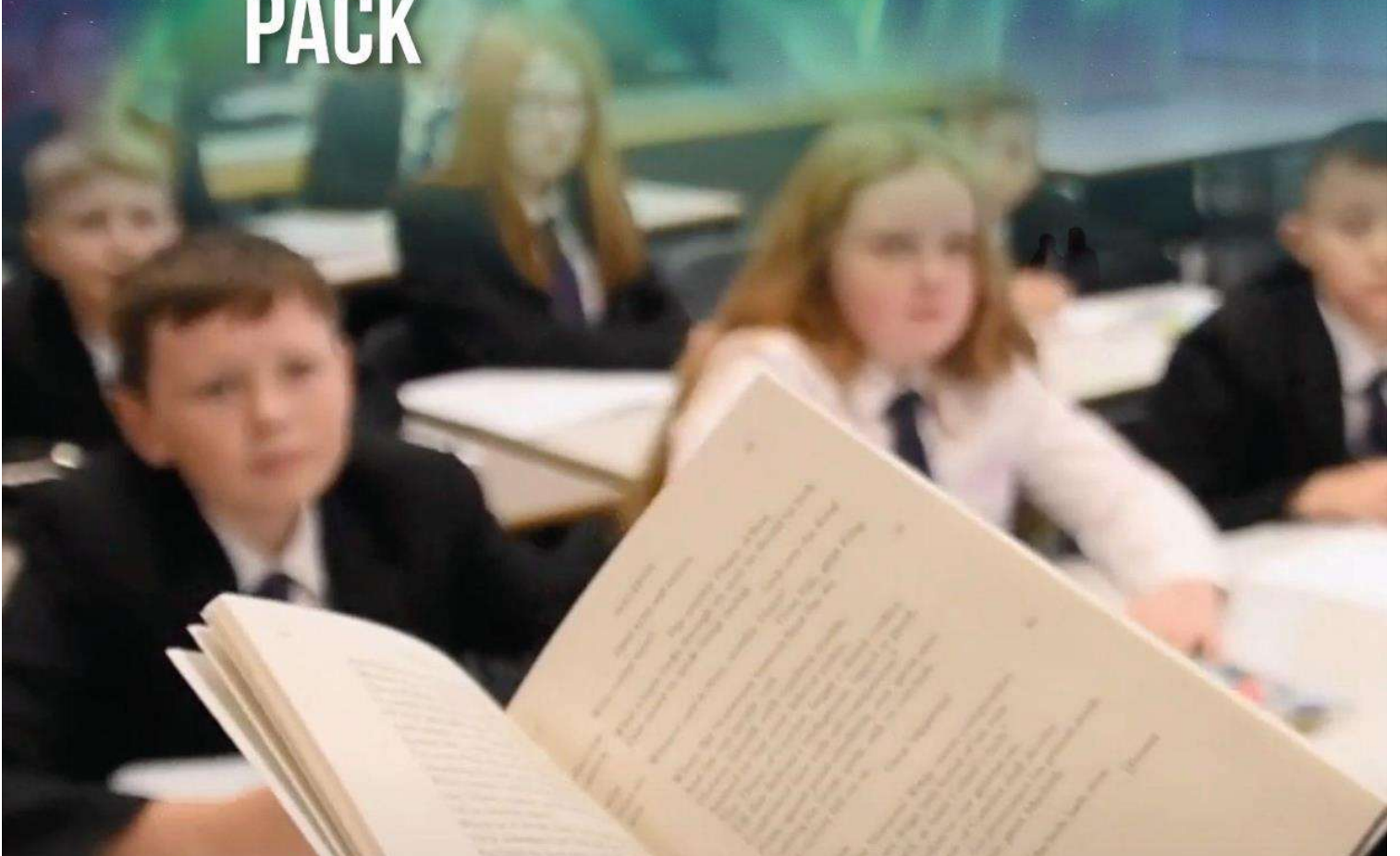


Northern  
Lights

LEARNING TRUST

Initial Teacher Training (ITT) Lead Mentor

# 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 ITT Lead Mentor 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 Director of Teaching School Hub

Thank you for your interest in the position of ITT Lead Mentor as part of the Northern Lights Teaching School Hub Team.

Northern Lights Teaching School Hub is a DfE designated centre of excellence who work with all Early Years, Primary, Secondary, Higher Education, Alternative and Specialist provisions across Wearside and Teesside. The TSH programme is a DfE strategy dedicated to supporting teachers before and throughout their teaching career and it forms part of the implementation of the recruitment and retention strategy to raise teacher quality and effectiveness. The idea of the Hub is that we act as the 'hub' for the whole region, signposting schools, teachers and prospective teachers, to professional development at every stage from training to be a teacher, through to executive leadership.

We firmly believe that by offering the best professional development for all teachers and leaders, we are supporting those teachers to provide the children and young people across the North East with opportunity to achieve the best possible outcomes.

To do this, we work in partnership with national providers such as Ambition Institute, Education Development Trust and Church of England Education Office as well as local organisations such as Sunderland, Gateshead and South Tyneside Local Authorities, Sunderland University, CofE and Catholic Dioceses as well as key stakeholders including the region's Research Schools and Curriculum Hubs.

Our main partnerships lie in those we have with the schools and Trusts across our region and we are proud to work with so many incredible teachers and leaders who not only inspire us at Northern Lights TSH but support us in the work we do.

As our TSH team grows, we are looking for someone who shares the same passion and enthusiasm to support current teachers in the profession as well as having the drive to recruit new teachers to be part of our network.

We look forward to receiving your application.

Yours faithfully

Zoe Thompson  
Director of TSH and Trust SEND Lead

## ITT Lead Mentor

1X Permanent position required from January 2025

At Seaham offices, Spectrum Business Park, Building 2, Lighthouse

View Seaham SR7 7PR

L1 – L5

£49,781- £54,939 p/a, pro rata, 0.6 FTE

Due to the ongoing growth of our Initial Teacher Training offer, an exciting opportunity has arisen to expand our Teaching School Hub team and we are looking to recruit an ITT Lead Mentor. This would appeal to a person who has a strong understanding and experience of ITT programmes, school-based mentoring and supporting staff and trainees.

### The successful candidate will have:

- A collaborative approach to working
- A passion for teacher and leader development
- A strong belief in the importance of teacher development impacting on pupil outcomes
- Experience in coaching or mentoring staff or students
- A strength in building and maintaining positive relationships
- Organisational ability to manage multiple priorities and work as part of a team
- The ability to be a public face of the TSH with a friendly, professional, knowledgeable and humble approach
- A willingness to travel to schools across the region
- Knowledge of the ITTECF and the importance of research within teacher development
- A willingness to learn, shape and develop the TSH's ITT offer
- Qualified Teacher Status

### In return you will receive the following employee benefits:

- An employer that puts people at the heart of the organisation.
- A supportive working environment and opportunities to work flexibly.
- The opportunity to work as part of a growing Trust and be part of establishing a career path that is right for you.
- Excellent continuous professional development, including the opportunity to undertake related qualifications.
- Free on-site parking at our attractive office space, close to A19, including sea-views, refreshments and nearby gym with employee discount
- Employee welfare package, including 24-hour GP access and access to a whole range of wellbeing package.
- Employee benefits package currently in development, including discounts and access to salary sacrifice schemes.

## **CLOSING DATE:**

**Applications must be received by: Monday 18th November 2024**

**Short Listing will take place on: Tuesday 19th November 2024**

**Interviews will take place on: Friday 29<sup>th</sup> November 2024**

## **HOW TO APPLY:**

Please complete the job application form which can be downloaded from our website, unfortunately due to safer recruitment practices applications cannot be considered in other formats. Completed application forms should be returned to the HR department by email to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR by the closing date. We welcome you to have an informal conversation about the role contact Sarah Hardy: Deputy Director of TSH on 0191 9336771

Details of the Teaching School Hub can be found on the website [northernlightstsh.co.uk](http://northernlightstsh.co.uk)

## JOB DESCRIPTION

<b>POST:</b>	ITT Lead Mentor
<b>RESPONSIBLE TO:</b>	Deputy Director of TSH
<b>SALARY BAND:</b>	L1- L5
<b>START DATE:</b>	January 2025

### Key Purpose of Job

To support the vision and assist in the development of Northern Lights Teacher Training offer, we are looking to recruit an ITT Lead Mentor. This core and substantial aspect of the TSH remit will require dedicated leadership, with strategic oversight of the training programme and how it is implemented, and quality assured. The ITT Lead Mentor will communicate a strong and clear vision for high quality mentoring, that will inspire mentors and that will have a high-quality trainee experience at its heart.

### Key Responsibilities

- Support in the management of the Northern Lights Teacher Training Programme, supporting the TSH vision and objectives.
- Work with ITT Leads to have oversight of the progress and development of trainees, ensuring they are well supported to gain QTS.
- Engage with Ambition Institute's Lead Mentor Training Programme.
- Support and quality assure school-based mentors. Quality assurance activities can include: - checking weekly mentor meeting records - checking weekly action step setting - co-observing trainee lessons with the relevant school-based mentor - observing mentor meetings and coaching.
- Cultivate and maintain excellent relationships and close communication with schools in Northern Lights Learning Trust and across the region, Ambition Institute and other ITT providers.
- Design and deliver training and lead the delivery of mentor training, both online and in person and work with mentors to improve their practice.
- Monitor and quality assure the placement school's offer of induction for trainees, focussing on the quality of mentor support.
- Evaluate the mentor training programme engagement and impact using the Ambition Institute dashboard, taking relevant action to ensure continuous quality improvement and a high-quality experience for mentors.
- Provide bespoke and ongoing development for mentors including a cycle of visits, supportive interventions and further focussed support if needed.
- Support the ITT delivery team during Intensive Training and Practice weeks.
- Work with ITT Leads to moderate and quality assure the QTS final assessment judgement for trainees.
- Arrange and run deliberate practice clinics across our placement schools.
- Ensure trainees have appropriate timetables in line with the ITT calendar and expectations related to teaching and mentor support.

### Additional Responsibilities

- Take responsibility for your own development and deeply engage in the research base for Initial Teacher Training mentoring and teacher development,
- Attend all induction, training and development conferences for Lead Mentors.
- Quality assure and support the development of ITT mentors as the Lead Mentor
- Stay abreast of sector developments, providing synthesised updates to relevant stakeholders as needed
- Engage and develop ongoing sustainable links with external organisations including but not limited to universities, other local Teaching School Hubs, Curriculum hubs and Research Schools.
- Support the TSH's ITT marketing campaign, working closely with others for the update and distribution of marketing materials, maintenance of websites and social media platforms, and successful delivery of ITT recruitment events
- Support ITT leads to coordinate and undertake ITT interviews, liaising with colleagues to progress applicants through the recruitment phases.
- Reflect on feedback, quality assurance findings and trainee outcomes to ensure the provision embodies the Trust values.
- Promote equal opportunities and inclusion, addressing any issues immediately if they arise, ensuring open and transparent recruitment and retention processes
- Report any safeguarding concerns in accordance with the Trust Safeguarding Policy.
- Perform any other TSH duties, across AB, ECF and NPQ at the reasonable request of the Director or Deputy Director of the TSH.



## PERSON SPECIFICATION

### ITT Lead Mentor

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	<ol style="list-style-type: none"> <li>Well-presented and complete application form</li> </ol>		Application form
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>Relevant degree</li> <li>Qualified Teacher Status</li> <li>Record of successful class teaching</li> <li>Commitment to further professional development</li> <li>Current valid driving license and appropriate car insurance for business use</li> </ol>	<ol style="list-style-type: none"> <li>Evidence of recent and relevant CPD</li> </ol>	Letter of application
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>Evidence of experience of excellent high-quality teaching</li> <li>Proven impact of developing/coaching staff or trainees</li> <li>Evidence of successful school responsibilities</li> <li>Experience of turning policy into effective and successful practice</li> <li>Experience of building effective partnerships and relationships with a range of partners</li> <li>Experience of delivering CPD to other staff</li> </ol>	<ol style="list-style-type: none"> <li>Experience of leading a significant initiative or responsibility successfully</li> <li>Experience of working with trainee teachers (ITTs) or ECTs (previous NQTs)</li> </ol>	Application Interview

<p><b>SKILLS AND KNOWLEDGE</b></p>	<ol style="list-style-type: none"> <li>1. Knowledge of the TSH remit including the 4 main areas of responsibility: ITT, ECF, AB, NPQ</li> <li>2. Be an excellent practitioner and have a clear understanding of learning, teaching and professional development</li> <li>3. Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards</li> <li>4. Can communicate effectively to a wide range of different audiences, including through IT</li> <li>5. Is a team player who is able to support, motivate and inspire colleagues, partners and school staff in a range of settings by maintaining high standards and expectations and a positive, welcoming, professional manner</li> </ol>	<ol style="list-style-type: none"> <li>1. Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum developments across all phases of education</li> <li>2. Ability to respond to feedback and adapt accordingly</li> <li>3. Ability to analyse the performance of groups, progress and plan an appropriate course of action.</li> </ol>	<p>Application form Interview</p>
<p><b>PERSONAL QUALITIES</b></p>	<ol style="list-style-type: none"> <li>1. Ability to work collaboratively as part of a team within the TSH, across the Trust and schools in wider networks</li> <li>2. Commitment, energy and a capacity for hard work</li> <li>3. An enthusiasm for the job and ability to motivate others</li> <li>4. A positive approach and attitude to change</li> <li>5. An ability to listen to the ideas of others and use them when appropriate</li> </ol>	<ol style="list-style-type: none"> <li>1. Thinks creatively to anticipate and solve problems</li> </ol>	<p>Application form Interview Fully enhanced DBS clearance</p>

	<ol style="list-style-type: none"> <li>6. Ability to make decisions and take responsibility</li> <li>7. Demonstrate a commitment and understanding of safeguarding, with a regard for the protection and equalities of all children</li> <li>8. Promote the Trust's vision and ethos</li> <li>9. A positive approach to travelling throughout the region as required</li> <li>10. Energetic, adaptable, enthusiastic and reliable with personal impact and presence</li> <li>11. Enthusiastic about working in, and contributing to, a multi-academy trust partnership</li> </ol>		
<p><b>OTHER</b></p>	<ol style="list-style-type: none"> <li>1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</li> <li>2. Enhanced DBS with barred list check</li> </ol>		<p>References Enhanced DBS certificate</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.