



Northern  
Lights

LEARNING TRUST

**TEACHING ASSISTANT**

**APPLICATION  
PACK**





# Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 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



**Dame Dorothy Primary School**  
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 Teaching Assistant within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 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

Thank you for your interest in our current vacancy at Benedict Biscop C.E. Academy.

Benedict Biscop CE Academy is a popular and oversubscribed school, with increasing numbers on roll, following a school expansion and increase in PAN in recent years. At Benedict Biscop C.E. Academy, we are committed to providing the highest quality education and we are continuously striving to improve and innovate in order to deliver the best possible educational experiences to our pupils.

The school is rated outstanding by Ofsted and SIAMS and we are the lead primary school in the Northern Lights Teaching School Hub, who deliver National Professional Qualifications, the Early Career Framework and Initial Teacher Training (ITT) across the region. Additionally, we are honoured to serve as the lead school for the Northern Lights Early Years Stronger Practice Hub, recognised for our outstanding EYFS provision. Being part of a strong growing trust, we offer numerous opportunities for collaboration, professional development, and the chance to work across multiple phases of education.

Our strong Christian ethos underpins everything we do, and we firmly believe in educating the whole child. Our school vision, With God, all things are possible, permeates our approach to education and pastoral care.

We are looking for passionate individuals who share our values and are dedicated to making a positive impact on the lives of young people. If you are enthusiastic, innovative, and committed to providing an exceptional learning environment for children, then we would love to hear from you.

Please find attached further details about the vacancy we currently have available. If you would like to discuss the role in more detail or visit the school, please do not hesitate to get in touch.

Kindest regards,

Sarah Armstrong  
Headteacher

**TEACHING ASSISTANT**  
**at Benedict Biscop CE Academy**  
**Temporary position required from September 2025**  
**to cover Maternity leave until the substantive post holder returns**

**NJC SCP 6-7 £25,183- £25,584 FTE**  
**30 hours per week (Monday to Friday 9.00am- 3.30pm)**  
**Term time only plus INSET days**

Are you enthusiastic, organised and welcoming?  
Would you like to make a difference to children's learning and well-being?

**Do you...**

- Have high expectations of learning and behaviour and inspire and motivate our children.
- Support, nurture and understand with high expectations.
- Seek to make learning 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.
- Show willingness to contribute to school life outside of the classroom.
- Provide excellent wraparound provision.
- Consider yourself to be IT literate.

**If this is you, we would really welcome your application**

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

[www.benedictbiscopacademy.co.uk](http://www.benedictbiscopacademy.co.uk)

**In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme
- Annual leave rises after 5 years continuous service

**Employee welfare package through Education Mutual including:**

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

**Employee benefits package through Vivup including:**

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out



## **CLOSING DATE:**

**Applications must be received by:** Monday 30<sup>th</sup> June 9am

**Short Listing will take place on:** Week commencing 30<sup>th</sup> June 2025

**Interviews will take place on:** Week commencing 7<sup>th</sup> July 2025

## **HOW TO APPLY:**

Completed applications should be returned to Danielle Maddison, Office Manager at [danielle.maddison@nlt.co.uk](mailto:danielle.maddison@nlt.co.uk) or if you prefer, via post to Benedict Biscop CE Academy, Marcross Drive, Sunderland, SR3 2RE. Please specify which position you are interested in, or if you would like to be considered for both.

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, or if you would like to arrange a visit to the school, please contact the school on 0191 5947033 option 1.

## PERSON SPECIFICATION – Teaching Assistant

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	1. Well written and completed application form.		Application (1)
QUALIFICATIONS AND KNOWLEDGE	2. Level 3 Teaching Assistant qualification or equivalent 3. Grade C Maths and English GCSE or equivalent	4. Paediatric First Aid or willing to work towards 5. First Aid qualification or willing to work towards 6. Food hygiene certificate or willing to work towards 7. Team Teach Training or willing to work towards	Application (2-7) Certificates (2-7)
EXPERIENCE	8. Experience of working within a school setting or with school aged children. 9. Experience of creating positive relationships with children.	10. Experience of working with pupils with Special Educational Needs 11. Experience of setting up, resourcing and supervision activities.	Application (8-19) 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

13. Ability to supervise children individually or in groups and adapt levels of support to meet need.

14. Ability to empathise with children and motivate and inspire them to be ready, respectful and safe.

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.

16. Ability to communicate effectively both orally and in writing

17. Ability to work independently using own initiative and as part of a team

18. Secure knowledge and understanding of effective safeguarding procedures and how to keep children safe in education.

Application (13, 14, 16, 17, 18)

Interview (13, 15, 16, 19,)

References

	19. Understand the importance of personal self-care and wellbeing.		
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.