

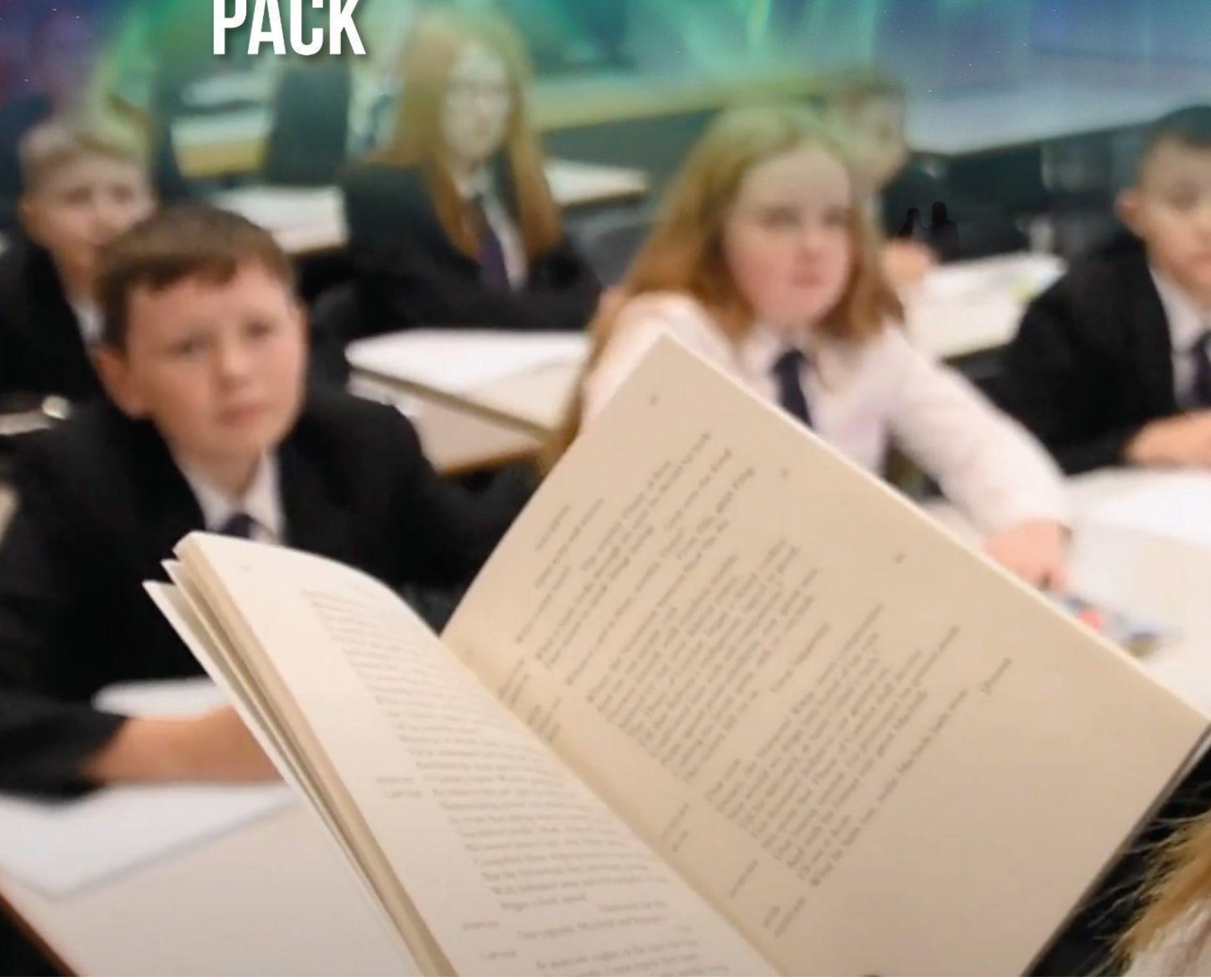


Northern
Lights

LEARNING TRUST

Venerable Bede CE Academy
Education Welfare Officer

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 Education Welfare Officer 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 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 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 Education Welfare Officer at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel.” This is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their lifelong goals. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential.

Every child deserves the right to a broad and balanced curriculum. At Venerable Bede Academy, we offer a DEEP curriculum to every child that spans 7 years as we have a range of transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact the school on 0191 5239745 to express an interest.

Kind regards

Tracey Burgess
Head of School

Education Welfare Officer
Permanent
Venerable Bede CE Academy
NJC SCP 23-25
£33,366 - £35,235 FTE per annum
37 hours per week
Term time only, plus 5 professional development days
(39 Weeks)
Green Book Pay and Conditions

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an excellent understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

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
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

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: 4th September 2025

Applications must be received by: Noon on 4th September 2025

Short Listing will take place: w/c 8th September 2025

Interviews will take place: w/c 15th September 2025

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR.

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 0191 5239745.

Job Description

Post: Education Welfare Officer

Responsible to: Deputy Head

Responsible for: Leading the strategic and operational work to improve school attendance, safeguard vulnerable pupils, and support families through multi-agency collaboration—ensuring every child has the best possible chance to access and thrive in education.

Salary band: NJC SCP 23-25

Start date: As soon as possible

Key purpose of the role:

The Education Welfare Officer will support the welfare outcomes of all pupils with a specific focus on those pupils whose education is at risk. As part of the role/responsibilities the Education Welfare Officer will work alongside the Deputy Head to strategically develop and implement whole school initiatives, monitor and report on key outcomes and barriers with pupils, families and external agencies. The post holder will support families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support. Improving positive attitudes towards regular school attendance and punctuality will be a key responsibility and engagement and partnership working with all external agencies.

Key Responsibilities:

STRATEGIC DIRECTION AND RESPONSIBILITIES

- Oversee Educational Welfare across the school and work closely with the attendance team and pastoral staff to improve school attendance for all students
- Attend and contribute to fortnightly inclusion meetings for all year groups
- Manage a caseload of severely absent students, where attendance falls below 50% and implement strategies to improve attendance.
- Ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
- Have responsibility alongside the Inclusion Coordinator for monitoring the attendance of the most vulnerable students at the school, including Children Looked After students, those that meet the threshold for child protection, children identified as being in need either by School staff or external agencies.
- Work closely with the Attendance Officer/Manager to manage the process of addressing poor attendance across the school. Organising meetings as appropriate for vulnerable students ensuring all external agencies and relevant staff are invited.
- Represent the school at external meetings where necessary e.g. Social Services Case Conferences, Child in Need Meetings, LAC Reviews.
- Line Manage the Attendance Officer; managing and monitoring workload, setting targets and developing strategy within the attendance team.

- Liaise with Senior Leadership Team to address any attendance or welfare concerns, ensuring safeguarding through joint work with partner agencies
- Communicate effectively with all external agencies including possible alternative providers e.g. Special schools, LA and other external agencies including CAMHs, Social Services, Police etc.
- Oversee alternative education provision for students
- Alongside the attendance officer/manager liaise with the local authority when cases of poor attendance reach the level of legal intervention. Manage the process of evidence sharing and represent the relevant school at court where necessary.
- Aid transition from Primary to Secondary for students where attendance is a concern.
- Supporting parents/carers and pupils when the exclusion process is implemented
- To maintain up to date knowledge and skills in accordance with the specifications of the role through regular training and performance review
- To have regard to the agreed referral and assessment pathways published by the LA/government
- To oversee the paperwork of suspensions and exclusions

OTHER (OPERATIONAL)

- Working with mental health and wellbeing intervention, liaising with key stakeholders regarding student wellbeing and providing welfare support to students and families working closely with the safeguarding team.
- Conduct safe and wellness checks (home visits) to students in line with school policy, identifying reasons for non-attendance, working closely with families and others to break down barriers to learning and achieve regular attendance.
- Ensure effective communication/consultation as appropriate with the parents of students through phone, letter and home visits as relevant, ensuring student contracts are agreed and monitored. (Linked to Staged approach)
- Undertake Attendance interviews in school with individual students.
- Provide support for families experiencing hardship by way of increasing awareness to external support agencies
- To give guidance and support to teachers, parents and children in dealing with issues of concern
- To prepare clear and concise reports when necessary
- To maintain appropriate records

ADDITIONAL ASPECTS

- Demonstrate an active commitment to own professional development
- Be aware of and comply with school policy and procedures
- Contribute to the overall ethos/work/aims of the school
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidence as appropriate
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;

- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

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

Please note, that this is not a comprehensive list of all tasks that the postholder will carry out in their role. The post-holder may be required to do other duties appropriate to the level of the role as required by the Headteacher. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Education Welfare Officer

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		A: E1
QUALIFICATIONS AND TRAINING	1. Educated to GCSE Standard at Grade A – C (or 9 – 4) including Mathematics and English or NVQ equivalent 2. Good standard of education with relevant qualifications appropriate to the post. 3. Willingness to undertake any further training and development, relevant to the role.	1. NVQ Level 4 or equivalent qualification in relevant discipline. 2. First Aid training or willingness to undertake appointed person certificate. 3. Child Protection training 4. Training in literacy/ numeracy strategies. 5. Training in SEN strategies.	A: E1, E2, E3, D1, D2, D3, D4, D5 Q: E1, D1, D2, D3
EXPERIENCE	1. Recent and relevant experience of working with children within an education setting, within a specified range/subject area. 2. Experience of working with vulnerable pupils and families. 3. Experience of working with external agencies, for example, Social Services. 4. Experience of preparing reports and maintaining records	1. Experience of working in a school environment 2. Experience of conducting home visits and welfare calls	A: E1, E2, E3, E4, E5, D1, D2 I: E1, E2, E4, E5, D1, D2

	5. Experience of line managing staff, delegating responsibilities, conducting appraisal and performance management as appropriate.		
KNOWLEDGE & UNDERSTANDING	<ol style="list-style-type: none"> 1. Ability to relate well to children and adults. 2. Experience of resources preparation to support learning programmes 3. Effective use of ICT 4. Excellent communication skills. 5. Excellent numeracy and literacy skills. 6. Be able to maintain confidentiality. 7. Excellent listening skills. 8. Understanding of barriers to attendance and strategies to overcome them 9. Knowledge of data protection and confidentiality principles 	<ol style="list-style-type: none"> 1. Understanding of Equal Opportunities and recognising the diverse school community 2. Understanding of basic technology – computer, video, photocopier etc. 3. Familiarity with referral and assessment pathways 	<p>A: E1, E2, E3, E4, E5, E6, E7, E8, E9, D1, D2, D3</p> <p>I: E1, E8, E9, D3</p>
PERSONAL CHARACTERISTICS	<ol style="list-style-type: none"> 1. Friendly, approachable and professional manner. 2. Calm approach. 3. A commitment to working as part of the whole school team and supporting the 		<p>A: E1, E2, E3, E4, E5, E6, E7, E8, E9, E10</p> <p>I: E1, E3, E4, E7, E8, E9, E10</p>

vision and aims of the school.

4. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
5. Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.
6. Demonstrate and promote the positive value, attitudes and behaviour expected from pupils.
7. Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning.
8. To hold a driver's licence and be willing to undertake home visits.
9. Excellent negotiation skills.
10. A knowledge of positive approaches to empowering and enabling students and parents/carers to help themselves

OTHER

1. Recommendation from both referees
2. Fully enhanced DBS clearance with barred list.

References
Enhanced
DBS
certificate

Key

A = Application

Q = Qualification certificates

I = Interview

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.

Venerable Bede CE Academy, part of the Northern Lights Learning Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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.