



Northern  
Lights  
LEARNING TRUST

HEAD OF YEAR  
IAN RAMSEY CE ACADEMY

# 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 Head of Year 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 Headteacher

I am privileged to be Headteacher at Ian Ramsey CE Academy. It is my pleasure to welcome you to our school.

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 2025/26 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.

Each member of staff plays an essential role in the day to day running of the school and each can positively impact the children and young people in our care; the post of Head of Year will be no different and is a vital role in the whole academy team.

Thank you for your interest in our academy.

Kind regards

Donna Park  
**Headteacher**

## Head of Year

Permanent position required as soon as possible

Ian Ramsey CE Academy

NJC SCP 18-22

£31,537- £33,699 FTE Per annum

(£27,698 - £29,597 pro rata actual salary)

37 hours per week

Term time only plus 5 professional development days, plus 5 additional days (40 weeks)

Working pattern: Mon- Thurs: 8am- 4pm, Fri: 8am- 3:30pm

Green Book Pay and Conditions

Ian Ramsey CE Academy is seeking to employ a dynamic, outstanding professional who will inspire and motivate all within our school community.

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

### **CLOSING DATE:**

**Applications must be received by:** Friday 19<sup>th</sup> September 2025 at 9am

**Shortlisting will take place on:** w/c Monday 22<sup>nd</sup> September 2025

**Interviews will take place on:** w/c/ Monday 22<sup>nd</sup> September 2025

### **HOW TO APPLY:**

Applications should be submitted to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) , or if you prefer you can submit through post to Recruitment, 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, or if you would like to arrange a visit to the school, please contact us on [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)

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

<https://www.ianramsey.org.uk/>

## JOB DESCRIPTION

Post: Head of Year

Responsible to: Assistant Headteacher

Responsible for: Implementing pastoral strategies to support pupils' well-being, behaviour, and personal development

Salary band: NJC SCP 18-22

Start date: As soon as possible

### **Key purpose of the role:**

Working across a year group (s) to establish functional strategies for the school in all areas of pastoral care. To develop and implement long-term plans within the school that guide staff to support pupils to overcome their barriers to learning and maximise the opportunities provided for them.

To support pupils to achieve their full potential who may be exhibiting behaviour, emotional or social problems in school.

### **KEY RESPONSIBILITIES:**

#### **Support for the pupil**

- To monitor behaviour, emotional and social issues within a year group(s) and make positive interventions when necessary.
- To identify personal issues that are affecting pupil performance and share this information with relevant staff in order to help the pupil maintain their school placement.
- To help support pupil attendance and punctuality by working with the attendance officer.
- Build and sustain strong partnerships with parents and carers, developing trusted relationships that support and promote positive outcomes for pupils.
- Collaborate closely with pupils and lead a designated cohort to foster a sense of pride, ownership, and responsibility.
- Champion a holistic approach to pupil development, ensuring that academic achievement and broader learning experiences are fully integrated into personal growth.
- Work in partnership with teachers and school leaders to create an environment where every child is supported to thrive and flourish, both academically and personally.
- To create and implement behaviour plans and monitor their success.
- To support pupils in lessons who are experiencing difficulties.
- To provide support to pupils in integration issues within their wider social environment



- To be accountable for implementation of a positive ethos within year groups and promote a positive behaviour code for pupils within these groups.
- To work to raise the self-esteem of all pupils in all year groups
- To act as a key worker for pupils as and when appropriate.
- To provide clear guiding principles and strategies to support teaching in order to manage pupil behaviour and to minimise opportunities for poor behaviour during social time and lessons.
- To create and implement mentoring systems within the school
- Supported by Senior Leaders to review, create and implement improved school and pastoral policies
- To drive forward innovation within the pastoral team
- To identify and adopt best practice across the school in all areas of pastoral care
- To articulate and support the school policies and dress codes with all pupils and their parents.

### **Inter-agency Working**

- To initiate contact with other agencies via the Early Help Assessment framework, on behalf of the school and parent/carers and to liaise with all parties on a regular basis.
- To be responsible for completion, registration, and management of Early Help Assessment documentation when a need is identified, acting as Lead Professional where appropriate.
- Act as Deputy DSL when required, as directed by Line Manager/DSL.
- To represent the school, when requested, at Interagency or other professional meetings.
- To ensure the maintenance of accurate and up to date pupil information on management information systems (e.g. Arbor, CPOMS), inclusive of completion of follow up of actions to ensure safeguarding for all.

### **Other Specific Duties**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- As a member of a first aid team, to carry out First Aid at Work duties for staff, pupils and visitors.
- To play a full part in the life of the school community, supporting the school's distinctive Christian ethos and mission, encouraging colleagues and pupils to do the same.
- To engage actively in the appraisal management process.
- To continue personal development as agreed at appraisal meetings.
- To address the appraisal targets set.
- To promote actively in the school's corporate policies.

## **Support for the School**

- To actively work with other senior management in school promotion strategies, in particular to include prospective pupils, parents and staff at local primary schools.
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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 School 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 comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**The duties outlined above are the main ones considered essential to the role but are not exhaustive.**

## PERSON SPECIFICATION HEAD OF YEAR

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>		A
<b>QUALIFICATIONS AND TRAINING</b>	<ol style="list-style-type: none"> <li>Educated to GCSE Standard at Grade A – C (or 9 – 4) including Mathematics and English or NVQ equivalent</li> <li>Good standard of education with relevant qualifications appropriate to the post.</li> <li>Willingness to undertake any further training and development, relevant to the role.</li> </ol>	<ol style="list-style-type: none"> <li>NVQ Level 4 or equivalent qualification in relevant discipline.</li> <li>First Aid training or willingness to undertake appointed person certificate.</li> <li>Child Protection training</li> <li>Training in literacy/numeracy strategy</li> <li>Training in SEN strategies</li> </ol>	A/ Q
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>Recent and relevant experience of working with children within an education setting, within a specified range/subject area.</li> </ol>	<ol style="list-style-type: none"> <li>Experience of working in a school environment</li> </ol>	A/ I
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ol style="list-style-type: none"> <li>Ability to relate well to children and adults.</li> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> <li>Ability to build effective working relationships with</li> </ol>	<ol style="list-style-type: none"> <li>Equal Opportunities and recognising the nature of the diverse school community</li> <li>Understanding of basic technology – computer, video, photocopier etc.</li> </ol>	A/ I

all pupils and  
colleagues

4. Ability to promote a positive ethos and role model positive attributes.
5. Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.
6. Ability to adapt own approach in accordance with pupil needs.
7. Ability to adapt own approach in accordance with pupil needs.
8. Working knowledge of relevant policies/codes of practice/legislation.
9. Understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area) e.g. knowledge of core subjects.
10. Understanding of principles of child development, learning styles and independent learning
11. Experience of resources preparation to support learning programmes.



	<ol style="list-style-type: none"> <li>12. Effective use of ICT to support learning.</li> <li>13. Excellent communication skills.</li> <li>14. Excellent numeracy and literacy skills.</li> <li>15. Be able to maintain confidentiality.</li> <li>16. Excellent listening skills.</li> <li>17. The ability to manage behaviour of children in a positive and supportive manner.</li> <li>18. General awareness of inclusion, especially within a school setting.</li> </ol>		
<p><b>PERSONAL QUALITIES</b></p>	<ol style="list-style-type: none"> <li>1. Friendly, approachable and professional manner.</li> <li>2. Calm approach.</li> <li>3. A commitment to working as part of the whole school team and supporting the vision and aims of the school.</li> <li>4. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.</li> <li>5. Ability to build and maintain successful</li> </ol>		<p>A/ I</p>

	<p>relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</p> <p>6. Demonstrate and promote the positive value, attitudes and behaviour expected from pupils</p> <p>7. Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning,</p> <p>8. Able to improve their own practice through observations, evaluation and discussion with colleagues.</p>		
<p><b>OTHER</b></p>	<p>1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</p> <p>2. Enhanced DBS with barred list check</p>		<p>References Enhanced DBS certificate</p>

**Key**

**A = Application**

**Q = Qualification certificates**

**I = Interview**

**Ian Ramsey 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.