



Northern  
Lights

LEARNING TRUST

# 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 Inclusion and Family Support 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 Headteacher

Thank you for your interest in the Admin Assistant post at St. Helen's, where it is my privilege to serve as Headteacher.

I am truly passionate about the education and potential of all our pupils. Our school vision is to create a school that enables all pupils (no matter what background or starting point) to achieve their full potential and promotes the school as a beacon within our community, where aspirations are achieved, and dreams are a reality for all pupils, staff and families.

This is achieved through a relentless focus on high-quality learning and teaching, where all staff are accountable for ensuring our pupils develop a love of learning and achieve their full potential. Individual strengths and needs will be recognised and learning will be personalised to meet those needs.

Classrooms will be vibrant, engaging, supportive and welcoming and pupils will be proud of their work and their achievements. Every stakeholder will feel valued and part of the whole school community and parents will be proud to send their children to St. Helen's Primary School knowing that they are accessing excellent provision.

High aspirations for pupils will always remain at the 'core' of whatever we do and their academic, social and emotional well-being will always be of paramount importance to all stakeholders involved in St. Helen's Primary School.

Thank you for your interest in our school. Visits to the school are welcome, by prior agreement.

Best regards,  
Marcus Newing

# Inclusion and Family Support Officer

Permanent position 2025

St Helen's Primary School

NJC SCP 12-15

£27,711 - £29,093 FTE Per annum (salary would be pro rata)

35 hours per week, term time only, 38 weeks per year

Are you organised, enthusiastic and welcoming?

Do you thrive working in a busy office environment?

Would like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to welcome an enthusiastic and reliable admin assistant to support pupils, parents, staff and governors at our school. There will be the opportunity to work closely with other admin teams across the trust. Flexibility will be essential. In return, you will benefit from inspirational and dynamic leadership and be empowered to develop your own skills with access to great CPD opportunities.

The successful candidate will:

- Provide a welcoming environment front of house.
- Possess excellent communication and IT skills.
- Be confident in dealing with children and adults.
- Keep calm under pressure whilst maintaining confidentiality.
- Be enthusiastic and supportive of the Academy 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 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:** 5<sup>th</sup> September 2025

**Shortlisting will take place on:** 8<sup>th</sup> September 2025

**Interviews will take place on:** 12<sup>th</sup> September 2025

### **HOW TO APPLY:**

Applications should be submitted via email to: [louise.metcalfe@nllt.co.uk](mailto:louise.metcalfe@nllt.co.uk) or [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk), or if you prefer you can submit through post to:

Northern Lights Learning Trust  
Benedict Biscop CE Academy  
Marcross Drive  
Sunderland  
SR3 2RE

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 [louise.metcalfe@nllt.co.uk](mailto:louise.metcalfe@nllt.co.uk)

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

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

## JOB DESCRIPTION

Post: Inclusion and Family Support Officer

Responsible to: Laura Wallace (Deputy Head) and Marcus Newing (Headteacher)

Responsible for: Working with the leadership and inclusion team to support, promote and improve inclusion and the wellbeing of children and their families.

Salary band: NJC SCP 12

Start date: NJC SCP 15

### Key purpose of the role:

- To assist carrying and support the role of the main identified Deputy designated safeguarding lead across the school.
- Responding to safeguarding concerns and managing Social Work Caseloads (eg Child Protection, Child in Need, etc)
- Overseeing the attendance of those pupils whom are identified as vulnerable
- Engaging with families
- Supporting with the development and implementation of wellbeing support

### Key Responsibilities:

- Supporting and assisting the role of identified Deputy Designated Safeguarding Lead, with clear responsibilities and day to day duties delegated by the Designated Safeguarding Lead.
- Carry out appropriate recording and information sharing, including school systems to support this (eg CPOMS) are as reflective as possible, including through the planning of and delivery of training.
- Manage identified school caseloads and maintain casework documentation, including liaising with class teachers, gathering appropriate information and disseminating appropriately at meetings.
- Working within a framework of supervision, contribute to the creation of strategies and action plans for vulnerable pupils.
- Work in partnership with external agencies to signpost or make referrals (eg SAFER, Early Help, etc) for support.
- Attend multi agency meetings to provide and discuss supporting information if required and follow up on actions.
- Report information regarding pupil/ family circumstances to SLT to enable the planning of appropriate intervention and support packages.
- Assist and lead on the involvement of vulnerable groups being able to access all provision on offer within school and signpost and support families with regards outside provision in partnership with Inclusion Team.



- In partnership with Deputy Head, evaluate and continue to develop policy and procedures relating to Safeguarding, inclusive of attendance.
- Develop links with families of pupils who are transferring into school to ensure a successful transition, promoting school ethos and values.
- Play a key role in the transition of vulnerable pupils to Secondary Education, working in partnership with SLT, SENDCO and class teachers.
- Raise the profile of the school in the community.
- Undertake home visits to support and guide children and families with inclusion/ social problems where interventions are indicated
- Mentor and support children in individual and group scenarios.
- Engage with a client group experiencing barriers to learning such as those at risk of exclusion, low self esteem, anxiety/ mental health and behavioural issue as a result of 'ACE'
- Work alongside the 'Inclusion Team' within school to improve outcomes for pupils and families.
- Escort children to and from school as necessary
- Following advice and support, implement school action plans with parent/ carers and provide feedback to teachers/ SLT and Governing Body
- Provide support to parents/carers with appointments, improving communication between agencies, schools and families, liaising effectively with the SENDCO where appropriate.
- Undertake typing, letter writing, word processing and other IT based tasks
- Undertake routine administration
- Operate office equipment

#### **Skills and experience:**

- Experience of working with families and children – within a school environment
- Excellent English and communication skills
- Further qualifications that support working with families and pupils
- Knowledge of policy, procedures and legislation relating to child protection, safeguarding and health and safety

## PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Well-presented and complete application form		Application
<b>QUALIFICATIONS</b>	1. Good English and Communication Skills 2. ICT literate 3. Team Teach trained or willing to complete Team Teach 4. English Language and Maths GCSE grade C or above	1. Further qualifications that support working with families and pupils	Application
<b>EXPERIENCE</b>	1. Experience of supporting families and pupils successfully 2. Experience of participating in multi-agency meetings, providing required information professionally 3. Evidence of the ability to create professional working relationships with families, multi-agencies and colleagues	1. Experience of working within a social care setting 2. Experience of working successfully in a school setting 3. Vast experience of working under policy and procedures linked to safeguarding 4. Experience of PSA (Parent Support Advisor) role	Application Interview References
<b>SKILLS AND KNOWLEDGE</b>	1. Knowledge and understanding of	1. Knowledge of PSA role	Application Interview

	<p>policy, procedures and legislation relating to Child Protection, Safeguarding and Health and Safety</p> <ol style="list-style-type: none"> <li>2. Knowledge and understanding of assessment procedures within school and the graduated response approach</li> <li>3. Knowledge of record keeping in line with safeguarding</li> <li>4. Knowledge of supporting and leading effective interventions with pupils/families</li> </ol>	<ol style="list-style-type: none"> <li>2. Knowledge and use of CPOMs specifically for attendance</li> <li>5. 3. Leading parenting programmes</li> <li>6. Knowledge of 'parenting programmes' that will impact on the wellbeing of a child</li> </ol>	Certificates
<b>PERSONAL QUALITIES</b>	<ol style="list-style-type: none"> <li>1. Ability to communicate effectively in written and spoken form</li> <li>2. Well-developed work ethic; able to plan, organise, prioritise and manage time effectively</li> <li>3. Reflective practitioner</li> <li>4. Persistence and resilience</li> <li>5. Sense of humour</li> <li>6. High expectations</li> <li>7. Proven record of professional relationships with families, colleagues and children</li> <li>8. Commitment to own professional development</li> </ol>		Application Interview References

**OTHER**

1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)
2. Enhanced DBS with barred list check

References  
DBS certificate



**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.