



Northern  
Lights  
LEARNING TRUST

LEARNING SUPPORT ASSISTANT  
VENERABLE BEDE 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.



We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Dame Dorothy Primary School**  
Sunderland



**Firthmoor Primary School**  
Darlington



**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 Learning Support 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 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 Venerable Bede CE Academy

Thank you for your interest in the post of Venerable Bede CE Academy at Venerable Bede. 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. We 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.

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

## Learning Support Assistant

Permanent

Venerable Bede CE Academy

NJC SCP 7-9

£25,989-£27,254 FTE Per annum

32.50 hours per week, term time only, plus 5 professional development days

Green Book Pay and Conditions

Venerable Bede 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 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 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 27<sup>th</sup> February 2026

Shortlisting will take place on: Monday 2<sup>nd</sup> March 2026

Interviews will take place on: Friday 6<sup>th</sup> March 2026

#### HOW TO APPLY:

Applications should be submitted via email on [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.venerablebede.co.uk/>

## JOB DESCRIPTION

Post: Learning Support Assistant

Responsible to: SENDCo

Responsible for: Providing teaching and learning support to individuals and/or groups of pupils in the learning environment. Salary band: NJC SCP 7-9

Start date: As soon as possible

Key purpose of the role:

To support and assist teachers as part of a professional team to contribute to raising standards of pupil achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures. To provide appropriate admin support to the SENDCo including development of support plans, writing of reports and coordinating work with other professionals, as well as general clerical duties.

### Principal Responsibilities

- Providing support for the SENDCo, pupils, teachers and the whole academy as outlined below.

### Main Duties:

#### Support for the Teacher

- Raising awareness to teaching staff of the strengths and problems of individual pupils.
- Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with the SENDCo and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of Support Plans including coordinating relevant information for Support Plans.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
- Raising the awareness of academy staff to pressures on pupils which may result in behavioural problems.
- Assisting in the setting of behaviour and learning targets.

- Assisting in compiling and maintaining pupil records, collating information and preparation of information for meetings within school and with other professionals.
- Assisting in the review of the statement of special educational needs and EHCP Assessment requests and reviews.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting with literacy and numeracy intervention.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

#### Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils as and when appropriate.
- Supporting the reintegration of pupils on school roll to access the curriculum either on an individual basis or as a member of a small group.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the academy base and in the local community.
- Under the direction of the SENDCo, be responsible for the compilation of coordination of pupil care plans.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils [including administration of medication] as directed both on and off site where required.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the pupils.
- To mentor pupils.
- To be responsible for the escort and welfare of pupils on offsite provision when appropriate.

#### Support for the Academy

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Liaising with partner schools, educational and health specialists, and outside agencies as required, to prepare information for statutory reviews and request for EHCP Assessment.
- Contributing to the whole Academy's Self Evaluation process when appropriate.

#### General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.

- Assisting teaching staff or senior colleagues in escorting pupils home as and when required.
- Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the academy directors and the local authority.

#### Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.
- To undertake any other duties commensurate with the post.

#### General

- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.
- The post holder must carry out their duties with full regard to the academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other academy policies.
- The post holder must comply with the academy's health and safety rules and regulations and with health and safety legislation.

## PERSON SPECIFICATION LEARNING SUPPORT ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"><li>1. Completed application form</li><li>2. Well-structured letter of application, outlining suitability for the post.</li></ol>		Application

QUALIFICATIONS	3. Requirement to complete Teaching Assistant Induction programme 4. Willingness to participate in relevant training and development opportunities 5. GCSE grades (or equivalent) C or above in English and Maths 6. NVQ Level 2 or equivalent in a relevant discipline OR a degree 7. Training in first aid and medication or the willingness to	8. Child Protection training 9. Training in literacy/numeracy strategy 10. Training in Special Educational Needs strategies	Application
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undertake such  
training

EXPERIENCE

EXPERIENCE	<ol style="list-style-type: none"><li>1. Recent and relevant experience of working with and/or caring for children within a specified age range, preferably within an educational setting</li><li>2. Experience of working in an Academy environment</li></ol>	Application
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SKILLS AND KNOWLEDGE	Ability to:	Knowledge of:	Application Interview
	<ol style="list-style-type: none"> <li>1. Relate well to children and adults</li> <li>2. Work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>3. Build effective working relationships with all pupils and colleagues</li> <li>4. Promote a positive ethos and role model positive attributes</li> <li>5. Work with children at all levels regardless of specific individual needs</li> <li>6. General understanding of national curriculum and other basic learning</li> </ol>	<ol style="list-style-type: none"> <li>17. Child Protection</li> <li>18. Equal opportunities and recognising the nature of the diverse Academy community</li> <li>19. Understanding of basic technology – computer, video, photocopies etc.</li> <li>20. Understanding of Attachment Awareness and Trauma Informed Practice</li> <li>21. Knowledge of therapeutic interventions such as Theraplay</li> </ol>	

programmes/techniques

- 22. Experience of resource preparation to support learning programmes
- 23. Effective use of ICT to support learning
- 24. Good communication skills
- 25. Good numeracy and literacy skills
- 26. Be able to maintain confidentiality
- 27. Good listening skills
- 28. Manage behaviour of children in a positive and supportive manner
- 29. Awareness and basic understanding of the Academy curriculum
- 30. General awareness of inclusion, especially within an Academy setting
- 31. Relevant knowledge of First Aid

and Lego therapy

**PERSONAL  
QUALITIES**

34. To be able to contribute to the

Application  
Interview

Christian ethos of the Academy

35. To be reliable and conscientious 36. A desire and ability to learn new skills  
37. Perseverance

38. Being a team player  
39. A flexible approach to work [some out of hours work may be necessary]

**OTHER**

40. Recommendation from both referees  
41. Fully enhanced DBS clearance with children's barred list check

42. Strong recommendation

References  
Enhanced  
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.

## Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please email:  
[hadmin@nllt.co.uk](mailto:hadmin@nllt.co.uk)