



Northern
Lights

LEARNING TRUST

**SEND Lead Practitioner
Ian Ramsey CE Academy**

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 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



Tilery Primary School,
Stockton-on-Tees



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 SEND Lead Practitioner within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 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 OBE
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 Teacher of Mathematics 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

SEND Lead Practitioner

Permanent position required as soon as possible

Ian Ramsey CE Academy

NJC SCP 16-20

£30,518-£32,597 FTE Per annum

2 days per week, term-time only plus 5 inset days

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

Do you...

- Believe deeply in creating the conditions where SEND pupils feel safe, understood and able to thrive, no matter their starting point?
- Want to play a pivotal role in removing barriers to learning, ensuring children with medical, physical or SEMH needs experience success every day?
- Use your specialist knowledge to shape personalised support that strengthens pupils' confidence, independence and readiness to learn?
- Build positive partnerships with families, teachers and external agencies so that pupils benefit from a fully joined-up circle of support?
- Take pride in developing high-quality care plans, personalised risk assessments and reintegration pathways that transform a child's access to education?
- Bring compassion and clarity to safeguarding, wellbeing and medical needs, ensuring pupils receive the right support at the right time?
- Champion inclusive practice by coaching colleagues, raising awareness of pupil needs and helping staff feel confident in supporting SEND learners?
- Want to make a visible difference across the school by ensuring every child — especially the most vulnerable — can participate, progress and belong?

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: 15th April 2026, by 5pm

Shortlisting will take place on: 22nd April 2026

Interviews will take place on: w/c 29th April 2026

Please note we reserve the right to close this vacancy early if we receive sufficient applicants for the role.

HOW TO APPLY:

Applications should be submitted via email on recruitment@nllt.co.uk or if you prefer you can submit through 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, or if you would like to arrange a visit to the school, please contact us on recruitment@nllt.co.uk

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

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

JOB DESCRIPTION

Post: SEND Lead Practitioner

Responsible to: Assistant Headteacher SENDCo

Responsible for: Providing support for the SENDCo, pupils, teachers and the whole academy

Salary band: NJC SCP 16-20

Start date: TBC

Key purpose of the role:

Support for the Teacher

- Raise awareness to academy staff of individual pupils with medical or mental health needs.
- Assist the AHT / SENDCo in the assessment of individual pupils, ensuring their medical and emotional needs are met.
- Liaise with the SENDCo and teaching staff to identify emerging needs of pupils and potential barriers to learning. Identify solutions to overcome these.
- Assist in the preparation and review of Learner Support Plans and Medical / Health Care plans, sharing information securely in line with GDPR principles.
- Responsibility for maintaining the medical register, ensuring this is always up to date and accessible to all staff.
- Raise awareness of individual pupil needs that may result in behavioural concern and impact on mental health.
- Raise awareness of staff needs in regard to physical or mental health.

Support for the Pupil

- Using specialist knowledge to support SEND pupils, particularly those with medical conditions including physical conditions and SEMH.
- Work with SEND pupils on individual targets and help them to overcome barriers to learning.
- Support all pupils as appropriate in regard to physical or mental health conditions.
- Support the reintegration of pupils to access the curriculum either on an individual basis or as a member of a small group following an absence from school.
- Assist 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 producing and communicating pupil care plans.
- Be the lead for the administration of medication to pupils.
- Under the direction of teaching staff or senior colleagues, support individual pupils or groups of pupils with their medical needs.
- Oversee the medical, SEMH and welfare needs of all pupils.
- Apply considerable knowledge and understanding of the curriculum, age range, or SEND as determined by the SEND Code of Practice or the particular needs of the pupils.
- To mentor pupils with physical and / or mental health needs.

- To prepare, review and manage pupil risk assessments in line with medical needs to ensure pupils are safe while in the academy.
- To prepare Personal Emergency Evacuation Plans (PEEP) as required to ensure safe exit from the building in an emergency situation.
- To prepare relevant documentation (including risk assessments and consent forms) for all SEND, medical or medication needs for educational visits and communicate this securely to relevant staff.
- To be responsible for the escort and welfare of pupils on offsite provision when appropriate.

Support for the Academy

- Participate in meetings to review pupil progress and report as required, regarding SEND pupils.
- Lead and manage immunisation and vaccination programmes, liaising with the school nursing service, other educational and health specialists, and the school office to ensure that the medical needs of pupils are met.
- Liaise with partner schools, educational and health specialists, and outside agencies as required, to prepare information for statutory reviews and request for assessments, including EHCPs.
- Support the senior management team in the deployment and/or mentoring of support staff in the administration of medication and monitoring of equipment required by SEND pupils.
- Contribute to the Academy Self Evaluation process when appropriate.
- Duty supervision as required.
- Undertake First Aid qualification and first aid duty as required to support the Academy.

General Requirements

- Attend and participate in training and development activities as required.
- Participate in schemes of assessment, professional development and review.
- Assist teaching staff or senior colleagues in escorting pupils home as and when required.
- Attend meetings, liaise and communicate with colleagues in the academy, outside agencies and other relevant bodies.
- Be an effective role model for the standards of behaviour expected of pupils and adhere to the Dayspring Trust's Code of Conduct.
- Lead on the monitoring of medical care plans, administration of medication and immunisation programme.
- To engage actively in the appraisal management process
- The post holder must act in compliance with data protection principles (GDPR) in respecting the security and 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.
- Attend all relevant team/Academy meetings
- The post holder must carry out their duties with full regard to the Dayspring Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other academy policies maintaining confidentiality at all times.

- The post holder must comply with the academy's health and safety rules and regulations and with health and safety legislation.

Professional Values and Practices in line with our Christian Values

- Have high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treat 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.
- Work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflect upon and seeking to improve personal practice.
- Work within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognise equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Build and maintain successful relationships with pupils, parents/carers and staff.
- To undertake any other duties commensurate with the post.

PERSON SPECIFICATION

SEND Lead Practitioner

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"> Well-presented and complete application form 		Application
EDUCATION AND TRAINING	<ol style="list-style-type: none"> GCSE English and Maths A*-C or equivalent. (A,C) Training in medication and personal care (or the willing and commitment to undertake such training). (A,I,C) Qualified in First Aid (or willing and commitment to undertake such training). (A,I,C) Other suitable qualifications, such as in Mental Health training. (A,I,C) 	<ol style="list-style-type: none"> Child Protection training (A,I,C) 	Application Certificates Interview
EXPERIENCE	<ol style="list-style-type: none"> Working with children including SEND. (A,I) Working in a similar role as either a medication co-ordinator or in mental health. (A,I) 	<ol style="list-style-type: none"> Involvement of organising access arrangements (A,I) Hearing and Vision impairment experience (A,I) 	Application Interview
APTITUDE AND SKILLS	<ol style="list-style-type: none"> Good communication, interpersonal, organisational and ICT skills. (A,I) Confidence and experience in dealing with SEND pupils with medical issues. (A,I) 		Application Interview

	<ol style="list-style-type: none"> 3. To be meticulous with paperwork and the administration of medication. (I) 4. To be able to quickly build strong relationships with parents/carers, multiagency professionals and other stakeholders (I) 		
<p>PERSONAL QUALITIES</p>	<ol style="list-style-type: none"> 1. To be able to contribute to the Christian ethos in the Academy and to model our Christian values (A,I) 2. To be passionate about making a difference to the lives of our young people. (A,I) 3. To have the initiative and drive (I) 4. To have empathy with young people and their families and to be able to quickly establish a rapport. (A,I) 5. To be reliable and conscientious. (A,I) 6. To have the desire and ability to learn new skills. (I) 7. To have perseverance and emotional resilience. (I) 8. To be fair and trustworthy (I) 9. To be a team player but also able to work 		<p>Application Interview</p>

	<p>independently. (A,I)</p> <p>10. To have a flexible approach to work (some out of hours work may be necessary at times) (I)</p>		
OTHER	<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>		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.

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: hradmin@nllt.co.uk