

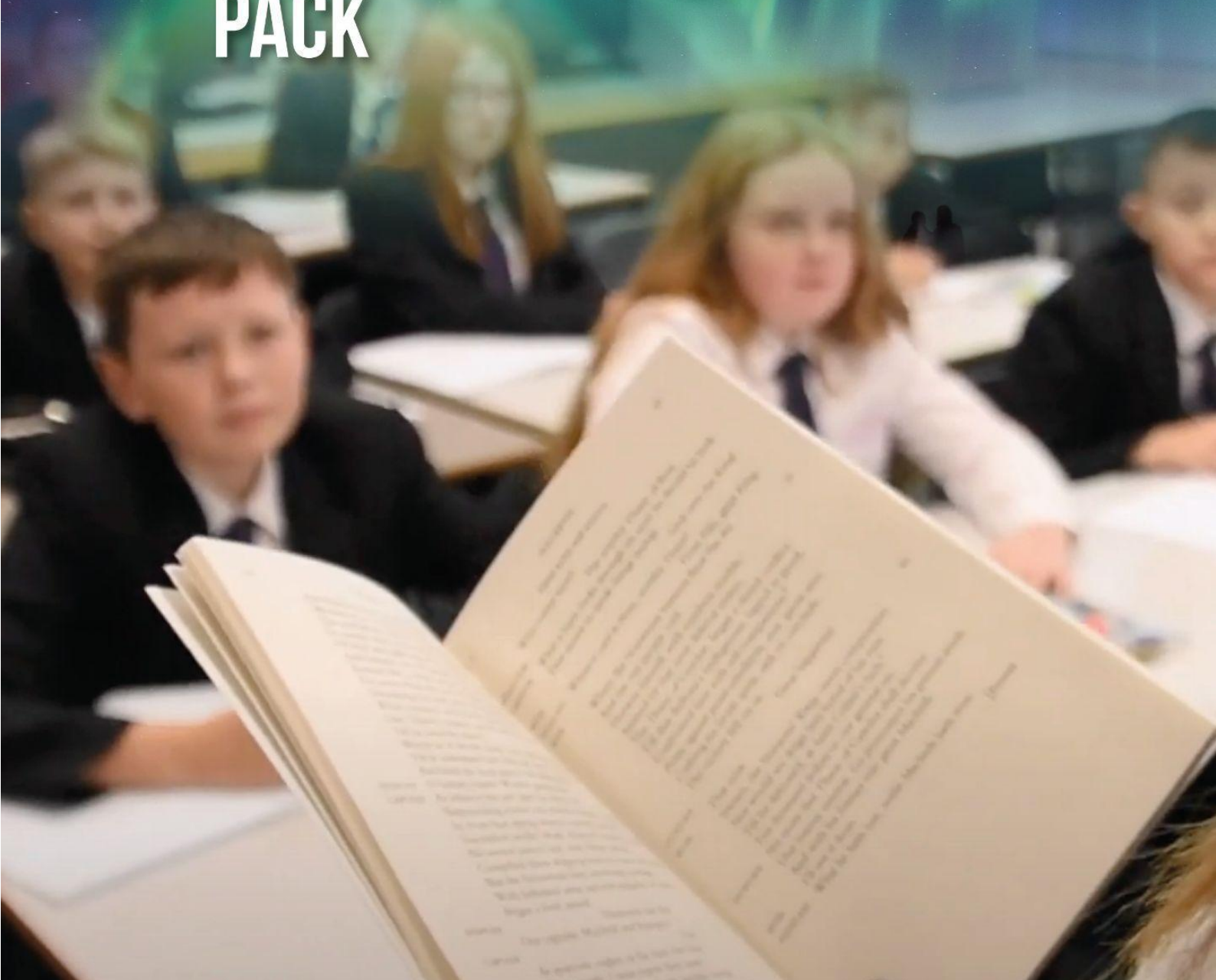


Northern  
Lights

LEARNING TRUST

DEPUTY HEADTEACHER (RAISING  
ACHIEVEMENT)

# APPLICATION PACK



# Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 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



### Hart Primary School

Hartlepool



### St. Peter's Elwick CE Primary School,

Hartlepool



### Benedict Biscop CE Academy

Sunderland



### St. Helen's Primary School

Hartlepool



### Holley Park Academy

Washington, Sunderland



### Ian Ramsey CE Academy

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 Deputy Headteacher (Raising Achievement) within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 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 seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

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 sincerely

Jo Heaton  
Chief Executive Officer



## Welcome from the Head of School

Thank you for your interest in the Deputy Headteacher (Raising Achievement) post at Venerable Bede, where it is my privilege to serve as Head of School. We are a popular and oversubscribed 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

**DEPUTY HEADTEACHER (RAISING ACHIEVEMENT)**  
**Permanent position to start as soon as possible or by negotiation.**  
**VENERABLE BEDE CE ACADEMY**  
**L18 – L22 starting point subject to experience**  
**Teacher's pay and conditions**  
**Full time position**

We are looking to appoint a new Deputy Head Teacher (Raising Achievement).

We are seeking to appoint a dedicated and inspirational Deputy Headteacher (Raising Achievement) for Northern Lights Learning Trust, to work at Venerable Bede Academy to support the leadership team and drive improvement across the school.

We are looking for a motivational, enthusiastic leader to work closely with the Senior Leadership Team and staff to drive the school forward. We are keen to appoint a creative individual who is an excellent practitioner. We are seeking a leader who demonstrates proven analytical skills and uses an effective coaching approach to secure improvements in teaching and learning and the raising of achievement.

All candidates must be able to demonstrate high standards of classroom practice, good interpersonal skills and be supportive of Northern Lights and Venerable Bede's values and ethos. Candidates should be able to work well with parents and external services.

If this is you, we would really welcome your application

**In return you will receive:**

- The support and satisfaction of being part of a dynamic and creative team led by experienced and highly motivated staff.
- Support to grow within an organisation that wants you to be happy and successful.
- A programme of supported induction and continuing professional development firmly rooted in educational research.
- A commitment to supporting the well-being of all staff.
- Employee welfare package, including 24-hour GP access and access to whole range of wellbeing package.
- Employee benefits package currently in development, including discounts and access to salary sacrifice schemes, including Electric Vehicle Leasing

Details of the school can be found on the school website: <https://www.venerablebede.co.uk/>

## **CLOSING DATE:**

**Applications must be received by: Noon, Friday 9<sup>th</sup> February**

**Short Listing will take place on: Monday 12<sup>th</sup> February**

**Interviews will take place on: Thursday 15<sup>th</sup> & Friday 16<sup>th</sup> February**

## **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto: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. Visits to the school are warmly encouraged. For further information, please contact the school on 0191 5239745.

## JOB DESCRIPTION

Post: Deputy Headteacher (Raising Achievement)

Responsible to: Head of School

Responsible for: Raising Achievement

Salary band: L18 – L22

Start date: As soon as possible

### KEY PURPOSE:

- To provide vision and leadership for the life and work of the Trust, so that the designated schools' aims are implemented in accordance with the policies of Northern Lights Learning Trust and the local governing body.
- To deputise and undertake any professional duties of the Head of School reasonably delegated to him / her by the Head of School, in accordance [but not exclusively] with Teacher's Pay and Conditions.
- To deputise and undertake to the extent required by the Head of School, the CEO, the Board and the governing body the professional duties of the Head of School in the event of her absence from school.
- The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO, in consultation with the post holder to reflect or anticipate changes in the job role.

### KEY RESPONSIBILITIES:

#### LEADERSHIP

To assist the Head of School in:

- Sharing in the leadership of the school, sharing the vision and transferring the vision into reality.
- Developing, implementing and monitoring management structures and procedures so as to ensure that the school achieves its curriculum and pastoral aims through the attainment of the school development plan.
- Dealing successfully with situations which may include tackling difficulties and conflict resolution.
- Leading by example.
- Leading on academic standards, accountability and raising achievement (see below).
- Advising governance on the formulation of policy and its implementation, so as to, ensure the enhancement of the quality of learning in an efficient and cost-effective manner.

- Ensuring that the statutory requirements for the curriculum are met, and curriculum provision is appropriate and relevant to the needs of all children.
- Managing the performance of the school's staff through the provision of appropriate procedures of appointment, induction, performance management, so as to, maximise effective learning.
- Developing inspirational leadership within Northern Lights Learning Trust.
- Developing a knowledge of risk management.
- Supporting the development of the school through seeking external funding and accreditation.
- Promoting effective relationships through networking with other schools in the Trust, external bodies, notably parents, other schools and the wider community which promotes a positive image of the school and all other partners as appropriate.
- Promoting a culture of inclusion where pupils' and staff's opinions and well-being are valued.

## **RAISING ACHIEVEMENT**

- Develop a vision for raising achievement which prioritises pupil outcomes for all groups of pupils, including those with SEND and those from disadvantaged backgrounds, and external accountability measures
- Report regularly to the Head of School, senior leaders, and Governors on key performance indicators
- Line management of SENDCo and strategic overview of disadvantaged pupils
- Line manage curriculum leaders, monitor their raising achievement plans, and hold them accountable for their outcomes at Key Stage 4
- Convene and chair regular Curriculum Leaders meetings to ensure that best practice is shared and that there is a coherent approach to the curriculum and teaching across the school to maximise progress for all groups of pupils
- Support Curriculum Leaders in planning and sequencing their curricula to ensure they enable all students to gain relevant knowledge and understanding in each subject and thus maximise progress
- Lead the whole school appraisal process for teachers
- Produce an annual assessment and reporting calendar and take responsibility for coordinating and organising parents' evenings
- Line manage the data team to ensure that data is collected and analysed efficiently and used effectively to raise achievement
- Line manage the exams team to ensure that pre-public and public examinations are managed efficiently and effectively
- Organise exam results days systems and processes, the initial analysis of data, and (liaising with the Head of School) any public communication of outcomes
- Oversee the options processes for Years 9 and 10 to ensure that pupils take courses which maximise their potential and are suited to their needs



- Oversee revision and intervention strategies which are designed to secure pupil progress and raise achievement of all pupils
- Oversee and co-ordinate academic transition processes (baseline testing, pupil groupings, analysis of KS2 data, initial reading and spelling assessments etc.)
- Oversee class groupings in all year groups and departmental approaches to ensure that decisions are based on evidence and to maximise pupil achievement
- Develop a systematic approach and strategy for pupils who may struggle to access the full curriculum (including those on AP, disadvantaged pupils and those with SEND), monitor the impact on personal and whole-school outcomes, and take decisions which prioritises pupil outcomes
- Develop an assessment system which enables teachers to accurately assess pupils' knowledge and understanding of the planned curriculum so that weaknesses and misconceptions can be addressed quickly
- Together with other senior and middle leaders participate in an effective quality assurance system which leads to sustained improvement in teaching and the curriculum
- Lead on staffing requirements and recruitment & interview processes to ensure that high quality, specialist teachers are appointed
- Liaise with the Head of School on staffing and curriculum-led financial planning
- Communicate timetabling requirements to the member of staff producing the school timetable
- Write, review, and update all policies and procedures relating to achievement and progress.
- Take responsibility for the Achievement sections of the SEF and School Improvement Plan, and the appropriate sections of the Ofsted framework (Curriculum Impact, Assessment etc)

## **OTHER DUTIES**

- Carry out any other duties commensurate with the role, and that the Head of School may direct from time to time.
- Participate in the Performance Management system for the appraisal of your own performance.

Additional responsibilities - the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- 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, Staff Code of Conduct, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

## PERSON SPECIFICATION DEPUTY HEADTEACHER (Raising Achievement)

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>QUALIFICATIONS AND TRAINING</b>	1. Relevant degree 2. Qualified Teacher Status 3. Record of successful teaching with substantial teaching experience	1. Evidence of recent and relevant senior leadership CPD/qualifications e.g. NPQSL	Application E1-3 / D1  Certificates
<b>EXPERIENCE</b>	1. Evidence of excellent teaching across Key Stages 2. Experience of working successfully as a senior leader 3. Evidence of successful major whole school responsibilities 4. Experience of turning policy into effective and successful practice 5. Leadership of a significant area including responsibility for raising standards across school 6. Proven impact of developing staff and trainees, NQTs/ECTs, subject and middle leaders including the use of coaching and mentoring	1. Experience of working collaboratively across other schools, supporting the development of practitioners 2. Experience of leading CPD at a whole school level	Application E1-6 / D1-2  Interview E1-6 / D1-2  Lesson observation E1, E4
<b>PROFESSIONAL DEVELOPMENT</b>	1. Sustained development as a senior leader 2. Commitment to using research to further develop professional skills and practice 3. Willingness to complete professional development related to the role.		Application E1-3
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	1. Be an excellent practitioner and have a clear understanding of learning and teaching		Application E1-12  Interview E1-12

	<ol style="list-style-type: none"> <li>2. Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards</li> <li>3. Ability to offer the school strategic leadership.</li> <li>4. Ability to analyse data, evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement and closing learning gaps</li> <li>5. Ability to lead and manage effective teams and work with external agencies to achieve agreed goals</li> <li>6. Ability to challenge and inspire colleagues to achieve outstanding practice</li> <li>7. Can communicate effectively to a wide range of different audiences, including governors</li> <li>8. Is a team player, supports, motivates and inspires colleagues, pupils and parents by setting and maintaining high standards and expectations</li> <li>9. Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum and assessment developments across KS3 and KS4</li> <li>10. Contribute effectively to the work of the SLT and remain positive while dealing successfully with challenging situations</li> <li>11. Ability to effectively lead and manage change</li> <li>12. Understanding of the current Ofsted Framework</li> </ol>		<p>Lesson observation E1, E2</p>
<p><b>PERSONAL ATTRIBUTES</b></p>	<ol style="list-style-type: none"> <li>1. Ability to work collaboratively as part of a school/Trust team</li> <li>2. Ability to make decisions and take responsibility</li> <li>3. Demonstrate a commitment, understanding of regard for the safeguarding, protection of and equalities all children at the academy.</li> </ol>		<p>Application E1-12</p> <p>Interview E1-12</p>

	<ol style="list-style-type: none"> <li>4. Promote the school and trust's vision and ethos</li> <li>5. Approachable and enjoys being highly visible to children and parents</li> <li>6. Energetic, adaptable, enthusiastic and reliable with personal impact and presence</li> <li>7. Have a dynamic and flexible leadership style</li> <li>8. Enthusiastic about working in, and contributing to, partnerships in a multi-academy trust</li> <li>9. Have the utmost personal integrity and honesty</li> <li>10. Have emotional resilience and the ability to work under pressure</li> <li>11. Think creatively to anticipate and solve problems</li> <li>12. Demonstrate an ability to build good relationships with vulnerable families</li> </ol>		
<p><b>OTHER</b></p>	<ol style="list-style-type: none"> <li>1. Fully supportive without reservation</li> <li>2. Fully enhanced DBS clearance with children's barred list check</li> </ol>		<p>References</p> <p>Enhanced DBS certificate</p>

**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.