

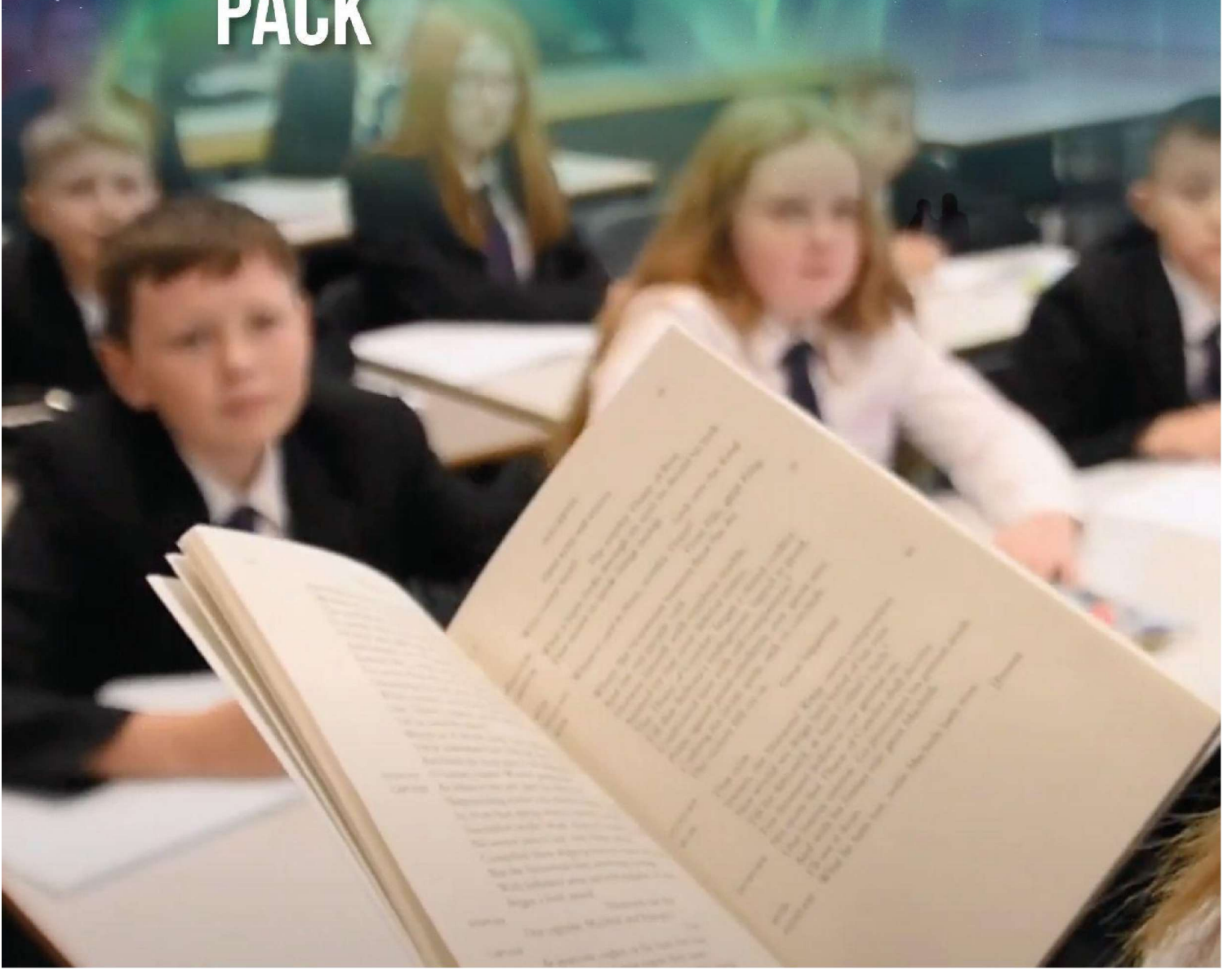


Northern  
Lights

LEARNING TRUST

**CORRIDOR SUPERVISOR  
AT VENERABLE BEDE CE ACADEMY**

**APPLICATION  
PACK**



# Northern Lights



Northern  
Lights  
LEARNING TRUST

We are a Multi-Academy Trust currently comprising nine schools - primary and secondary - and over 4,000 children and young people in an area stretching from Teesside through to Wearside.



Northern  
Lights  
TEACHING SCHOOL HUB

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.



Northern  
Lights  
EARLY YEARS HUB NORTH EAST

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



**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 Corridor Supervisor within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 3 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4000 pupils and employ over 500 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 Corridor Supervisor 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

**CORRIDOR SUPERVISOR**  
**Permanent**  
**VENERABLE BEDE CE ACADEMY**  
**Required as soon as possible**  
**NJC SCP 3 - 4 £24,027 - £24,404 FTE**  
**17.5 hours per week (10am to 1.30pm each day)**  
**Term time only (38 weeks per year)**

**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 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.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role
- Employee welfare package, including 24-hour GP access and access to whole range of wellbeing package.

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

<https://www.venerablebede.co.uk/>

### **CLOSING DATE:**

**Applications must be received by:** Wednesday 20<sup>th</sup> November 2024

**Shortlisting will take place on:** Friday 22<sup>nd</sup> November 2024

**Interviews will take place on:** Monday 25<sup>th</sup> November 2024

### **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. For further information, please contact [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)

## JOB DESCRIPTION

**Post:** Corridor Supervisor

**Responsible to:** Deputy Headteacher (Pastoral)

**Responsible for:** Supervising hallways, entrance ways and school grounds

**Salary band:** NJC 3 – 4

**Start date:** As soon as possible

### Key purpose of the role:

The main responsibility of a Corridor Supervisor is to supervise hallways, entrance ways and school grounds. They will frequently patrol these areas, especially when pupils are using them. If pupils are not following the school code of conduct, they will intervene to restore calm and orderly behaviour.

### KEY ACCOUNTABILITIES/PRIMARY RESPONSIBILITIES:

- ✦ Support the ethos of the school community
- ✦ To promote the emotional well-being of pupils and to support pupils in making healthy, safe and lifestyle choices.
- ✦ To supervise corridors during lessons, break and lunchtimes.
- ✦ To promote good attendance and punctuality to all lessons.
- ✦ To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- ✦ To actively work under the child protection framework to keep pupils safe from harm.
- ✦ To undertake other duties appropriate to the post that may reasonably be required from time to time.

- ✦ At all other times to carry out the responsibilities of the post with due regard to the School's Equal Opportunities policy.

## **PROFESSIONAL DEVELOPMENT**

- ✦ Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- ✦ Be a professional role model, and understand and promote the aims and the values of the Trust

## **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- ✦ Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- ✦ Be a professional role model, and understand and promote the aims and the values of the Trust

## **DATA PROTECTION**

- ✦ The corridor supervisor is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust's information governance policies and procedures at all times.

## **EQUALITY AND DIVERSITY**

- ✦ The corridor supervisor is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- ✦ The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

## **HEALTH & SAFETY**

- ✦ The corridor supervisor has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.



- ✦ The corridor supervisor must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**This job description is subject to regular review which can be initiated by either the post holder, Corridor Manager or the Deputy Headteacher (Pastoral).**

## **PERSON SPECIFICATION: CORRIDOR SUPERVISOR**

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		A
<b>QUALIFICATIONS AND TRAINING</b>	1. Basic Skills 2. Be willing to undertake First Aid training.	1. Hold a current First Aid Certificate / Qualification	A / D
<b>KNOWLEDGE &amp; EXPERIENCE</b>	1. Experience of working with young people 2. Strong understanding of the purpose, value & principles of education 3. Evidence of good literacy and numeracy skills. Basic computer skills 4. Be physically able to supervise the school corridors, entrance ways and school grounds	1. Experience of working with students with SEMH 2. Experience of working within a secondary school setting 3. Basic IT skills	A / I
<b>PLANNING &amp; ORGANISING</b>	1. Demonstrate creativity and an ability to resolve problems independently		A / I / R
<b>MANAGEMENT &amp; TEAMWORK</b>	1. Able to use initiative within defined procedures. 2. Ability to understand procedures and legislation relating to confidentiality 3. Evidence of good interpersonal skills. 4. Ability to communicate effectively with a range of people.		A / I / T

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>MANAGEMENT &amp; TEAMWORK CONTINUED</b>	5. Ability to deal helpfully, politely, patiently and tactfully with students, colleagues and senior management		A / I / T
<b>COMMUNICATING &amp; INFLUENCING</b>	1. Ability to remain calm under pressure. 2. The determination to make a difference.		A / I / T / R A / I / T
<b>OTHER</b>	1. Recommendation from both referees 2. Fully enhanced DBS clearance with children's barred list check	1. Strong recommendation	References Enhanced DBS certificate

**Key**

A = Application

P = Presentation

T = Task

D = Documentary evidence (E.g. Certificates)

Q = Qualification certificates

I = Interview

R = Reference

**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.