

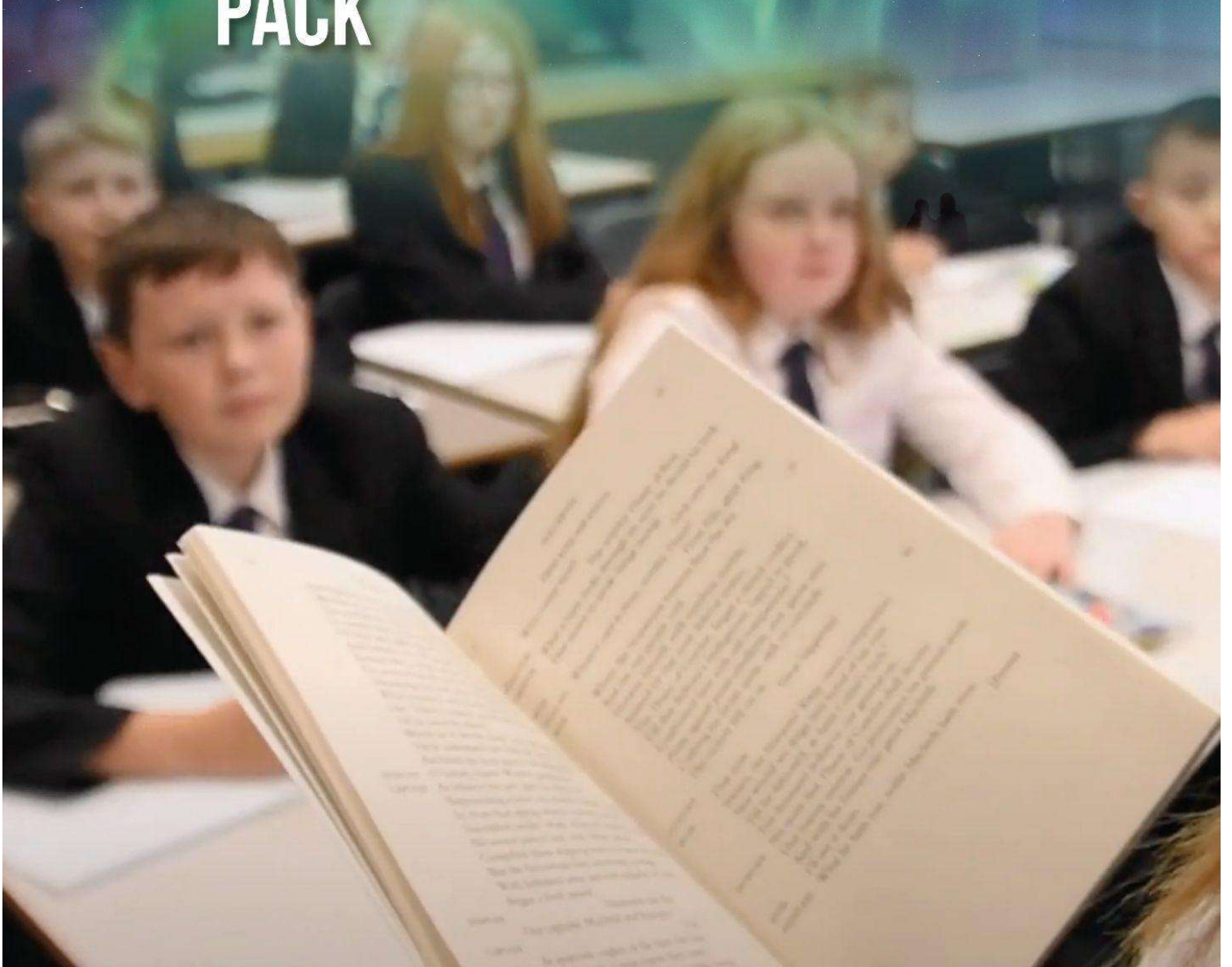


Northern  
Lights

LEARNING TRUST

PUPIL SUPPORT AND PASTORAL  
ASSISTANT  
AT VENERBALE BEDE CE ACADEMY

# APPLICATION PACK



# Northern Lights



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.



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



**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 Pupil Support and Pastoral Assistant 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 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 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 faithfully

Jo Heaton, OBE  
**Chief Executive Officer**

## Welcome from the Head of School



Thank you for your interest in the Pupil Support and Pastoral Assistant 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

**PUPIL SUPPORT AND PASTORAL ASSISTANT**  
**Permanent position required for as soon as possible**  
**Venerable Bede CE Academy**  
**NJC SCP 5- 6 £24,790 - £25,183 FTE**  
**37 hours per week, Term time only + 10 additional days**

We are looking for a hardworking and organised person to work in this varied role within our school. The role entails working closely with our pupils to support them to access the curriculum. This may include those displaying behaviour concerns who may have been internally excluded, have returned from external exclusion or who are at risk of being excluded or permanently excluded.

The successful candidate will help deliver appropriate work (as part of a pupil's curriculum) and help deliver an enrichment curriculum within the support areas of the academy.

To work with and support pupils at risk of disaffection through inappropriate behaviour, ensuring they are able to access a broad and balanced curriculum, enabling them to cope with normal classroom routines.

To assist with behaviour intervention strategies for individual and groups of pupils to promote a positive climate for learning.

The successful candidate should have:

- Experience of working in a Secondary School setting
- Good understanding of the National Curriculum
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- Ability to engage and deliver lessons under the guidance of a teacher/colleagues
- Proven impact on attainment and achievement through Quality First Teaching and Targeted Intervention
- High expectations

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.

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

### CLOSING DATE:

**Applications must be received by: Wednesday 22<sup>nd</sup> November 2024**

**Short Listing will take place on: Tuesday 26<sup>th</sup> November 2024**

**Interviews will take place on: Monday 2<sup>nd</sup> December 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 the school on 0191 5239745.

## JOB DESCRIPTION

Post: Pupil Support and Pastoral Assistant

Responsible to: Pupil Welfare Intervention Manager

Responsible for: Providing teaching and learning support to individuals and/or groups of pupils in the learning environment.

Salary band: NJC 5-6

Start date: As soon as possible

### **Purpose of Job**

- The post holder will be a member of the pupil welfare team, responsible for helping to raise the standards of behaviour and welfare across all year groups.

### **Principle Responsibilities and duties:**

- Work with pupils displaying behaviour concerns who may have been internally excluded, have returned from external exclusion or who are at risk of being excluded or permanently excluded.
- Help deliver appropriate work (as part of a pupil's curriculum) and help deliver an enrichment curriculum appropriate to the needs of the pupils within the Learning Zone or Room 37.
- Together with the wider pupil welfare team, assist in the management of all behaviours in the learning environment including provision in the Learning Zone and Room 37.
- Support Heads of Year, Heads of Department and all staff with identified targeted pupils under direction of their line manager.
- Assist in implementing, in collaboration with the wider pupil welfare team, Support Plans for identified pupils
- Support in the delivery of systems for day to day teaching and learning for identified pupils within the Learning Zone and Room 37.
- Work with and support pupils at risk of disaffection through inappropriate behaviour, ensuring they are able to access a broad and balanced curriculum within an appropriate setting and enabling them to cope with normal classroom routines to ensure a positive climate for learning.
- The post holder will assist with behaviour intervention strategies for individual pupils and groups of pupils across all year groups to promote a positive climate for learning alongside the pupil welfare team.
- The post holder will liaise with their line manager to work with external agencies and other behaviour support networks, ensuring positive outcomes for all pupils.

**The post holder will be required to make an impact on the educational progress of pupils by:**

- Being involved in helping to reduce behavioural problems, both serious and low level.
- Being involved in helping to reduce exclusions.
- Supporting high quality alternative provision for those who are excluded, at risk of exclusion or at risk of “dropping out” of education.
- Helping to close the gap in attainment between different groups of pupils displaying challenging behaviour in school.
- Monitoring progress and taking action to ensure appropriate intervention enables targeted pupils to attain their target levels/grades.
- Meeting the needs of all targeted pupils, including the management of their behaviour and minimising its impact on their learning
- Working with identified pupils to enable them to understand the impact that their behaviours have on their progress
- Enable targeted pupils to develop self-regulation strategies to modify their own behaviours for learning through bespoke schemes of learning

**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 PUPIL SUPPORT AND PASTORAL ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	<ol style="list-style-type: none"> <li>1. Completed application form</li> </ol>		Application
<b>EDUCATION AND TRAINING</b>	<ol style="list-style-type: none"> <li>1. A good standard of education (including GCSE grades, or equivalent, C or above in English and Maths.</li> <li>2. Knowledge of basic Microsoft packages: Word, Excel, Outlook and PowerPoint</li> <li>3. Knowledge of statutory policies for schools, for example, Child Protection, Health and Safety, Equal Opportunities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Behaviour management training</li> <li>2. A First Aid Qualification</li> </ol>	Application
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Previous experience of working within a secondary school environment.</li> <li>2. Experience of supporting and engaging children and young people in order to ensure access to the curriculum.</li> <li>3. Experience of enabling children and young people to overcome barriers to</li> </ol>		Application

	<p>learning and raise achievement.</p> <ol style="list-style-type: none"> <li>4. An awareness of current issues affecting young people.</li> <li>5. Experience of working with pupils displaying challenging behaviour in school.</li> </ol>		
<p><b>APTITUDE AND SKILLS</b></p>	<ol style="list-style-type: none"> <li>1. A willingness to contribute to the Christian ethos of the Academy.</li> <li>2. Effective behaviour management skills.</li> <li>3. An ability to respond to challenging circumstances in a positive manner.</li> <li>4. Good interpersonal and organisational skills.</li> <li>5. An ability to prioritise own workload, meet deadlines and work independently.</li> <li>6. An ability to communicate with a range of audiences including other employees within the Academy, pupils, parents/carers and external agencies.</li> </ol>		<p>Application Interview</p>

	<ol style="list-style-type: none"> <li>7. An ability to work in a calm, efficient and safe manner.</li> <li>8. An ability to form and maintain appropriate relationships and personal boundaries with young people.</li> <li>9. A willingness to participate in any further training and development opportunities offered by the Academy.</li> </ol>		
<p><b>PERSONAL QUALITIES TO INCLUDE</b></p>	<ol style="list-style-type: none"> <li>1. A clear child-centred philosophy.</li> <li>2. A strong motivation to be reliable and conscientious.</li> <li>3. A friendly, yet professional manner alongside a respectful approach which demonstrates support and shows mutual respect.</li> <li>4. Emotional resilience in working with challenging behaviours.</li> <li>5. A commitment to the principles of team-work and mutual support.</li> <li>6. The ability to work constructively as part of a team.</li> </ol>		<p>Application Interview</p>

	7. A flexible approach to work and adaptable to change.		
<b>OTHER</b>	<ol style="list-style-type: none"> <li>1. Recommendation from both referees</li> <li>2. Fully enhanced DBS clearance with children's barred list check</li> </ol>		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.