



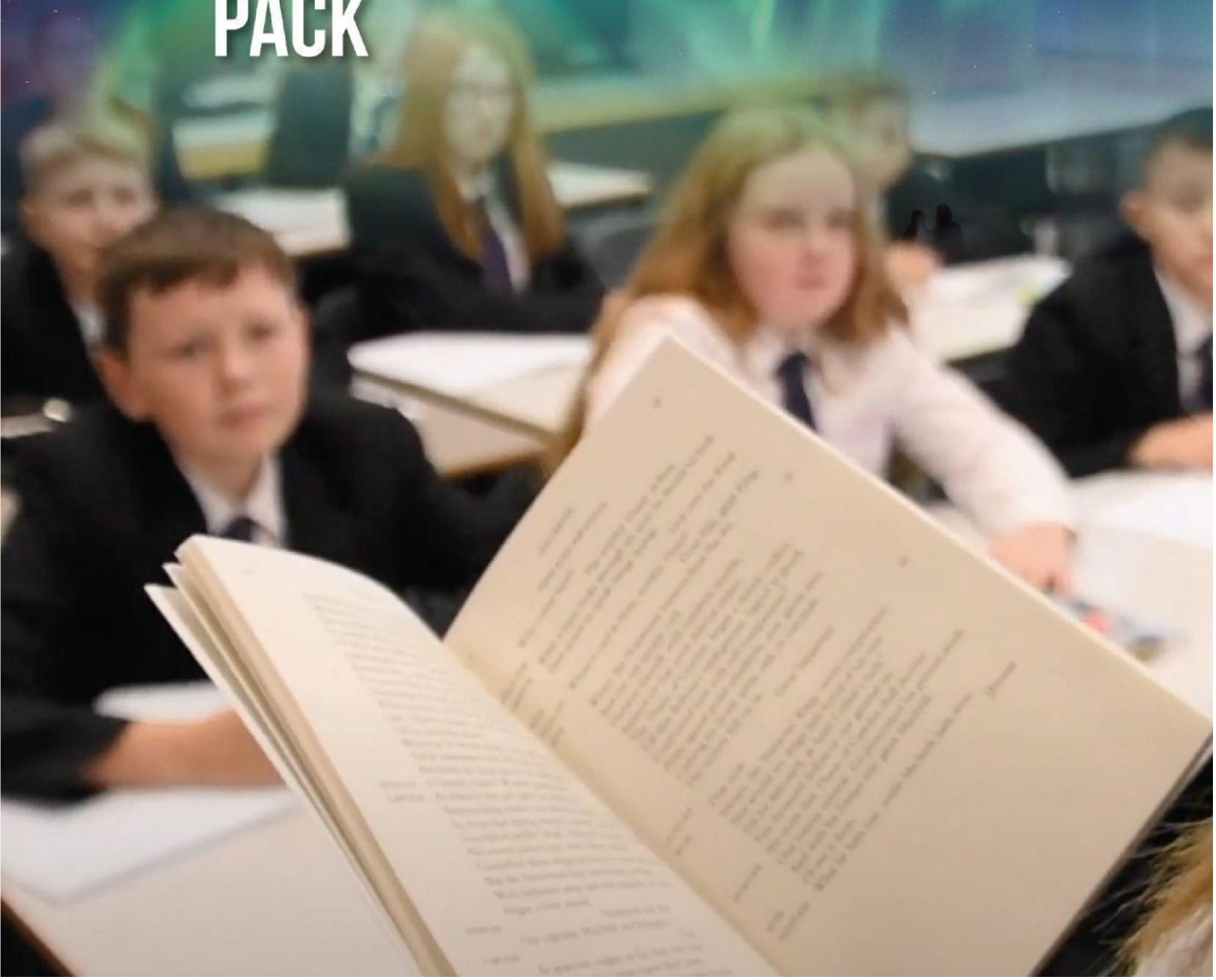
Northern
Lights

LEARNING TRUST

ASSISTANT HEAD FOR
PASTORAL

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.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
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 Assistant Head for Pastoral within Northern Lights Learning Trust.

Venerable Bede is one of our secondary schools that is on a journey of change. It has fantastic potential and is at an exciting point in its development. The opportunity has arisen under the new Head of School to develop the Senior Leadership team and drive forward the change that has already begun. This post will appeal to those of us who are driven by wanting to make a difference. People who are passionate about school improvement and get job satisfaction from developing schools and making a visible difference.

This role has a wide range of opportunities going forward to work across the Trust if the post holder has those career aspirations. It also will enable the post holder to visibly show the improvements and difference they have made. If this excites you to apply, then we want to hear from you!

We are a passionate, experienced team at Northern Lights and work collaboratively together, in our Northern Lights' Way.

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 550 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
Chief Executive Officer

Welcome from the Head of School



Thank you for your interest in the Assistant Head for Pastoral 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 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 broad 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 Emily Sanger on 0191 594 7033 option 2 to express an interest.

Kind regards

Tracey Burgess
Head of School

Assistant Head for Pastoral

Permanent position required April 2025
VENERABLE BEDE CE ACADEMY

Leadership Scale L11 – L15
£63,815 - £70,293 Per annum,
Salary negotiable if required for right candidate

Teachers' Pay and Conditions

We are seeking to appoint a dedicated and inspirational Assistant Head for Northern Lights Learning Trust, to join the Senior Leadership Team at Venerable Bede CE Academy. This role involves working closely with the Head of School and the education team at Northern Lights to drive continuous improvements across the school.

Do you have experience in developing pastoral systems to impact on pupils' education and lives?

Do you have a passion for driving forward improvements and supporting colleagues and pupils to ensure the best educational experience?

Do you understand what effective behaviour management looks like?

Do you have a relational approach?

Do you understand how to motivate and effect change through a range of approaches?

Are you a highly effective practitioner?

Do you want to be part of the change at Venerable Bede and make a difference to children's lives?

Venerable Bede is a school on a journey of change, having joined a high performing Trust recently, with new senior leaders and is an exciting time to join us. Please contact us to find out more about this opportunity to develop your career.

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 package through Education Mutual 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

Employee benefits package through Vivup including:

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: 8am Monday 17th February
Short Listing will take place on: 17th February
Interviews will take place on: 19th/20th/21st February

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to 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, CVs and other forms of application will not be accepted. For further information, please contact the Emily Sanger on 0191 594 7044 option 2.

Details of the Trust can be found on the Trust website: <https://northernlights.education/nllt/>

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

JOB DESCRIPTION

POST:	Assistant Head for Pastoral
RESPONSIBLE TO:	Deputy Head Teacher
RESPONSIBLE FOR:	AHT with key oversight of Pupil Welfare, Behaviour & Attendance
SALARY BAND:	Leadership Scale L11 - L15 Salary may be negotiable for right candidate
START DATE:	April 2025

Strategic Responsibilities:

- Act as a key member of the senior team and play a full part in the life of the school community, supporting its distinctiveness and encouraging all stakeholders to follow this example.
- Ensuring that all our pupils can “thrive” on their journey through school.
- Maintaining high standards of behaviour across the academy by ensuring that the pastoral systems are consistently followed by all.
- Promotion of consistently high-quality teaching and learning to ensure inclusive provision across the school, through leadership, management, development and systematic implementation of pedagogy.
- Maintain a strong sense of teamwork and collective responsibility.
- Ensure the provision of an appropriately broad, balanced and inclusive whole school experience / curriculum for all pupils, and challenge weakness and low standards in meeting the needs of pupils.
- Lead on Attendance as the ‘Attendance Champion’, ensuring the effective interpretation of attendance data, developing attendance procedures and identifying and breaking down barriers in order to create a culture of high expectations and the highest levels of attendance.
- Assist in securing the highest levels of punctuality to lessons, through implementation of strategic interventions as necessary.
- Assist in the Appraisal process and contribute to the process of monitoring and evaluating the curricular or pastoral areas in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Duties:

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. It may be modified by the Head or senior team, after discussion with you, to reflect or anticipate changes in the job and the current needs of the school, commensurate with the salary and job title.

Teaching and learning:

- Ensure that curricular or pastoral areas to which you are assigned provide the highest standards of excellence.
- Ensure that pupils display the highest standard of behaviours for learning.
- Ensure that staff are supported to be able to deliver a quality first teaching experience to all pupils.
- Identify and promote the most effective approaches to teaching and learning for each pupil to maximise their attainment and progress.
- Ensure that appropriate pastoral support is provided, which enables pupils to learn to their full potential.
- Ensure staff are inclusive and adaptive in their practice through an embedded relational approach

Leadership

- Encourage all members of staff to recognise and fulfil their statutory responsibilities by setting the highest personal and professional standards.
- Be approachable and professional at all times.
- Provide training opportunities for all who work in the classroom in order to promote excellence in teaching and learning.
- Provide/support in the delivery of training for all staff across the school in regard to embedding a culture of inclusivity and belonging
- Disseminate good practice in maintaining a positive climate for learning in the classroom.
- Disseminate good practice in maintaining quality first teaching and learning across the school.
- Lead by example; model strong ethical leadership to support the academy to achieve its vision and goals.
- Identify resources needed to meet the needs of all pupils and advise the Head of School of priorities.
- Plan strategically for the needs of all pupils alongside the Assistant Head for SEND, to ensure provision is effective and inclusive
- Support in ensuing high standards of uniform and presentation
- Deal positively and proactively with parent/carers to address any barriers, concerns or complaints effectively.

Maintenance of Professional Standards as identified in the Teachers' Standards, particularly:

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the school and the team for which you are responsible.
- Ensure the highest standards of professional conduct and confidentiality at all times, and, in particular, when with other staff of the school.
- Ensure the development and maintenance of a team culture that enables all members of the Leadership Team to be effective in their respective roles.
- Uphold the school's policies and procedures.
- Develop links with governors, the Diocese, the Local Authority and neighbouring schools.
- Work effectively and professionally with all members of the wider team within the Trust (Central team)

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;
- Attend any out of school hours activities as required by Senior staff
- 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.

Undertake any other reasonable professional task as directed by the Head Teacher, commensurate with your role.

PERSON SPECIFICATION ASSISTANT HEAD FOR PASTORAL

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"> Well-presented and complete application form 		Application
QUALIFICATIONS & TRAINING	<ol style="list-style-type: none"> Qualified Teacher Status A good quality honours degree, or equivalent A good knowledge and understanding of current educational issues Evidence of recent and relevant professional development 	<ol style="list-style-type: none"> Evidence of recent and relevant senior leadership CPD/Qualifications e.g. NPQSL CPD linked to trauma sensitive approaches. 	Application
EXPERIENCE	<ol style="list-style-type: none"> Evidence of outstanding classroom practice. Evidence of inspirational leadership. Substantial teaching experience at secondary level. Successful management experience of turning theory into practice. Experience of leading innovative change within an area of school development. Building Effective relationships with students, parents and staff, commanding their confidence. 	<ol style="list-style-type: none"> Demonstrable experience in a leadership position. Experience of working with and supporting parents/carers. Safeguarding training (DSL an advantage) or prepared to undertake immediate training 	<p>Task/Interview</p> <p>Application</p>

	<ol style="list-style-type: none"> 8. Experience of appraisal of colleagues. 9. Experience of direct leadership and management of a significant number of colleagues. 10. Evidence of impact through School Self-evaluation 11. Experience / Understanding of SEND Code of Practice 12. Understanding of key DfE policy and documents such as 'Working Together to Improve Attendance' 13. Excellent record of attendance and punctuality. 		
<p>SKILLS AND KNOWLEDGE</p>	<ol style="list-style-type: none"> 1. Innovative approach to classroom practice and exceptional teaching skills. 2. Ability to interrogate data to track student progress. 3. Ability to monitor and evaluate to ensure that outstanding progress is made by pupils. 4. Ability to review and evaluate the efficacy of all activities. 5. Excellent leadership and management skills. 6. Ability to challenge and inspire colleagues to 		<p>Application</p> <p>Task/Interview</p>

	<p>achieve outstanding practice.</p> <ol style="list-style-type: none"> 7. Ability to provide effective professional direction and support to staff. 8. Ability to effectively lead and manage change. 9. Outstanding communication and interpersonal skills. 10. Organisational skills of a high order; able to multi-task and prioritise effectively. 11. Ability to manage people, projects and resources effectively. 12. Ability to work on own initiative or as part of a team 		
<p>PERSONAL QUALITIES</p>	<ol style="list-style-type: none"> 1. High levels of enthusiasm, motivation and a commitment to working with children 2. "Professional" role model 3. High expectations of others. 4. Are Innovative and able to stimulate initiative in others. 5. Forms and maintains appropriate relationships and personal boundaries with students. 6. Absolute commitment to students and their 		<p>Interview</p>

	<p>learning above all else.</p> <ol style="list-style-type: none"> 7. Passion for learning relentless determination and commitment to constant review and refinement. 8. Drive, high expectations and a commitment to achieving standards of excellence. 9. Personal integrity and honesty. 10. Keen eye for detail, diligence and have an ability to sustain your work ethic. 11. Emotional resilience and ability to work under pressure. 12. Ability to motivate self and others to work effectively as an individual and a team member. 13. Ability to contribute to the Christian ethos of the school 14. Have the determination and passion to support every pupil to achieve their best 		
OTHER	<ol style="list-style-type: none"> 1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 2. Enhanced DBS with barred list check 		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.