



Northern  
Lights

LEARNING TRUST

Cover Supervisor  
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 Cover Supervisor 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 Inclusion Coordinator 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

## **Cover Supervisor**

Permanent

Ian Ramsey CE Academy

Required as soon as possible

NJC SCP 7-10

£26,403 - £27,694 FTE (pay award pending)

37 hours per week

Term time only, plus 5 PD days (39 weeks)

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

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 excellent 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 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:** Sunday 4<sup>th</sup> October

**Shortlisting will take place on:** W/c 5<sup>th</sup> October

**Interviews will take place on:** W/c 12<sup>th</sup> October

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](mailto: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](mailto:recruitment@nllt.co.uk)

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

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

## JOB DESCRIPTION

**Post:** Cover Supervisor

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

**Responsible for:** Provide short term cover for absent teaching staff

**Salary band:** NJC SCP 7 - 10

**Start date:** As soon as possible

### Key purpose of the role:

To provide short term cover for absent teaching staff, allocating pre-prepared work, supporting and motivating students, keeping students on task and managing the behaviour of students in and out of lessons by following the school behaviour policy.

### KEY RESPONSIBILITIES:

- Supervise pre-prepared classroom activities in the absence of the teacher to enable continuity of learning
- Communicate work to students, as set by the teacher, responding to any queries about the work set
- Provide support and motivation to students, and manage classroom organisation during the cover lesson
- Use ICT effectively and appropriately to support learning activities
- Establish rapport and respectful, trusting relationships and communicate effectively with pupils
- To monitor and evaluate students' responses to learning activities through classroom management, recording achievements via the school reward system and providing feedback/reports as required
- Collect any completed work at the end of the lesson and return it to the appropriate person, ensuring that the classroom is ready to be used for the next teacher/class
- Manage the behaviour of students and deal promptly with behaviour incidents through the implementation of the school behaviour policy, together with encouraging students to take responsibility for their own behaviour
- Report back as appropriate using agreed referral procedure on the behaviour of the class and provide feedback to teachers and other professionals as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Participate in the school's procedures for appraisal, training and other learning activities
- Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post
- Assist with the display of student work, in classrooms and around the school in general.

- Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations
- Take part in the duty rota as directed by Senior Staff, in particular before school, break time and after school
- When not required to supervise a class as above, to support in identified subject faculties or wider school services such as behaviour management, on call and corridor supervision.

### **WIDER RESPONSIBILITIES**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school environment
- Contribute to the overall ethos of the school and trust
- Participate in training and other learning activities and performance development as required

**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, Cover Manager or the Deputy Headteacher (Pastoral).**

## PERSON SPECIFICATION

### Inclusion Coordinator

| CATEGORY                             | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                 | DESIRABLE                                                                                                                                                                                            | METHOD OF ASSESSMENT |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>APPLICATION FORM</b>              | 1. Completed application form                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                      | A                    |
| <b>QUALIFICATIONS AND TRAINING</b>   | 1. Educated to GCSE Standard at Grade A – C (or 9 – 4) for a minimum of 5 GCSE's including Mathematics and English or NVQ equivalent<br>2. Willingness to undertake any further training relevant to the role.                                                                                                                                                                                            | 1. Further professional qualifications<br>2. Evidence of related training<br>3. First Aid qualification<br>4. NVQ Level 3 Teaching Assistant qualification or equivalent qualification or experience | A / Q                |
| <b>EXPERIENCE</b>                    | 1. Experience of working with children/young people<br>2. Full working knowledge of relevant policies/codes of practice<br>3. Committed to safeguarding and promoting the welfare of children and young people<br>4. Experience of working to support children's learning gained in a relevant environment<br>5. Collaborative working within a team<br>6. Efficient administration and good organisation | 1. Evidence of Safeguarding / Child protection and the Data Protection Act                                                                                                                           | A / I                |
| <b>KNOWLEDGE &amp; UNDERSTANDING</b> | 1. Build effective relationships with young people, providing support for                                                                                                                                                                                                                                                                                                                                 | 1. Awareness of requirements of SEN and                                                                                                                                                              | A / I                |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                    |       |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------|
|                                 | <p>their learning and setting clear boundaries for them</p> <ol style="list-style-type: none"> <li>2. Build effective relationships with teachers and other school staff</li> <li>3. Understanding of areas of learning, e.g. literacy, numeracy, science, SEN</li> <li>4. Understanding of principles of child development and learning processes</li> <li>5. Participate in discussions in an informed and sensitive manner</li> <li>6. Use of learning technologies</li> <li>7. Knowledge of a range of classroom behaviour strategies</li> </ol> | disability legislation                                                                                             |       |
| <b>SKILLS</b>                   | <ol style="list-style-type: none"> <li>1. High standard of interpersonal and oral/written communication skills</li> <li>2. Effective use of ICT to promote, support and enhance teaching and learning</li> <li>3. Well-developed interpersonal skills to be able to relate well to a wide range of people</li> <li>4. Good communication skills</li> </ol>                                                                                                                                                                                           | <ol style="list-style-type: none"> <li>1. Good ICT skills for learning and administrative requirements.</li> </ol> | A / I |
| <b>PERSONAL CHARACTERISTICS</b> | <ol style="list-style-type: none"> <li>1. Excellent attendance and punctuality</li> <li>2. An enthusiastic approach to working with students</li> <li>3. Confidence to manage and supervise effectively whole classes</li> <li>4. Ability to work flexibly and respond to developing needs</li> </ol>                                                                                                                                                                                                                                                |                                                                                                                    | A / I |

|              |                                                                                                           |                          |                                     |
|--------------|-----------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
|              | 5. Reliability and integrity<br>6. Positive and optimistic<br>7. Humour and resilience                    |                          |                                     |
| <b>OTHER</b> | 1. Recommendation from both referees<br>2. Fully enhanced DBS clearance with children's barred list check | 1. Strong recommendation | 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.

**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: [hadmin@nllt.co.uk](mailto:hadmin@nllt.co.uk)