



Northern  
Lights

LEARNING TRUST

**CREATIVE ARTS TECHNICIAN  
IAN RAMSEY 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 Creative Arts Technician within Northern Lights Learning Trust.

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 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 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 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 Creative Arts Technician 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**

# Creative Arts Technician

Permanent

Ian Ramsey CE Academy

NJC SCP 3-4

£24,796-£25,185 FTE Per annum

(£21,233- £21,566 actual salary)

37 hours per week, term time only, plus 5 professional  
development days

Green Book Pay and Conditions

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 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:** 10<sup>th</sup> October 2025 at 9am

**Shortlisting will take place on:** W/c 13<sup>th</sup> October 2025

**Interviews will take place on:** To be confirmed

### **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 Recruitment, 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)

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

<https://www.ianramsey.org.uk/>

## JOB DESCRIPTION

Post: Creative Arts Technician

Responsible to: Head of Department

Responsible for: Providing technical support and expertise in the setup, operation, and maintenance of equipment and resources.

Salary band: NJC SCP 3-4

Start date: As soon as possible

### **Key purpose of the role:**

To support and assist teachers as part of a professional team to contribute to raising standards of student achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures.

### **Main Responsibilities:**

- Under the (overall) management of the Head of Department, maintaining the use of practical resources and facilities and providing assistance and advice in meeting the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
- Providing technical support and ensuring practical resources are prepared and in place for lessons as required.
- Ensuring the maintenance of a healthy and safe working environment through:
  - actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
  - keeping up to date with current procedures and practices through continuing professional development.
  - the provision of technical advice and support on health and safety issues to teaching and trainee technical staff.
  - the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards.
  - the healthy and safe storage and accessibility of equipment and materials.
- Contributing to the design, development and maintenance of specialist resources and/or planned projects.
- Supporting the line manager in ensuring the availability of suitable materials and equipment; helping to compile orders and obtain costings. Keeping up to date records of stock.



- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.

#### **Main Duties:**

- Preparing resources, assembling apparatus/equipment.
- Obtaining materials/sundries for demonstration or practical use.
- Giving basic technical advice to teachers, technicians and pupils.
- Following risk assessment procedures.
- Assisting in practical classes and carrying out demonstrations.
- Keeping up to date with health and safety requirements and with developments in the appropriate subject (including attending courses and reading publications).
- Giving basic health and safety advice to technical staff, teachers and pupils.
- Disposing of waste materials safely in line with academy procedures.
- Organising, storing and checking the condition of equipment.
- Attending department meetings.
- Constructing apparatus/equipment.
- Checking and ordering stock, keeping stock records and maintaining resources.
- Collecting, checking and returning equipment to stores.
- General cleaning of surfaces and equipment.
- General repair of equipment.
- Carry out administrative tasks for the Department i.e photocopying, laminating, scanning, inventory of equipment, filing and collection of monies from pupils.
- Administer first aid as and when necessary – full training will be given.

#### **General Requirements:**

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the academy.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
- Ability to promote and safeguard the welfare of the pupils of the academy.

#### **Professional Values and Practice:**

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy's policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

**Specific Duties:**

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 Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

## PERSON SPECIFICATION CREATIVE ARTS TECHNICIAN

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	<ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. Well-structured letter of application, outlining suitability for the post.</li> </ol>		Application
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. GCSE grades (or equivalent) C or above in English and Maths</li> <li>2. Training in first aid and medication or the willingness to undertake such training</li> </ol>		Application
<b>EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Experience supporting the Creative Arts department</li> <li>2. Experience preparing materials and resources for lessons, and performances.</li> <li>3. Experience in organising and maintain stock.</li> <li>4. Supporting students and staff during lessons when needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. A minimum of 2 years work as either a Technology Technician or equivalent in a school.</li> </ol>	Application

<b>SKILLS AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>1. Good communication skills</li> <li>2. Good organisational skills</li> <li>3. Ability to use ICT</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience working with 2D design to programme and use the laser cutter, 3D printing and large workshop equipment, such as a band saw and pillar drill.</li> </ol>	Application Interview
<b>PERSONAL QUALITIES</b>	<ol style="list-style-type: none"> <li>1. to be able to contribute to the Christian ethos in the School</li> <li>2. ability to work effectively with pupils and staff</li> <li>3. to be reliable and conscientious</li> <li>4. a desire and ability to learn new skills</li> <li>5. perseverance</li> <li>6. being a team player</li> <li>7. a flexible approach to work [some out of hour's work may be necessary]</li> </ol>		Application Interview
<b>OTHER</b>	<ol style="list-style-type: none"> <li>1. Recommendation from both referees</li> </ol>	<ol style="list-style-type: none"> <li>1. 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.



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