



Northern
Lights

LEARNING TRUST

**DEPUTY HEAD
GRANGE PRIMARY SCHOOL
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 Deputy Head of School 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 faithfully

Jo Heaton
Chief Executive Officer



Welcome from the Head of School

Thank you for your interest in the post of Deputy Head of School at Grange Primary School. I am privileged to have been appointed as the Head of School at Grange Primary School from September 2024. I am extremely proud of all that we achieve as #TeamGrange, driven to ensure every child's journey with us is the best it can be!

I am fully committed to the community of Grange Primary School and strive to ensure that the school serves our local children and their families well, providing the very best support and guidance. Grange Primary School is a fully inclusive school, with an Additional Resourced Provision to support children with Autism or Physical/Medical needs. We are a forward-thinking school, with a solution-focused approach. We learn together every day, looking for ways we can make things even better.

Our Vision is to ***be the first choice of school for every local child and family.***

Our mission is ***to provide a stable, safe and nurturing environment at the heart of the community, where everyone can flourish.*** Each and every member of our school community has an important role to play in achieving this, and we are therefore looking for enthusiastic, positive and resilient individuals to join our team of dedicated, passionate and highly skilled staff. A non-judgemental, kind and compassionate approach is vital for anyone wanting to join our amazing team.

We have recently started our journey to becoming a Thrive school, which demonstrates our continued commitment to ensuring we support the emotional and social development of children through a trauma sensitive approach, alongside their academic development, having high expectations for all.

Our **values** are embedded into our curriculum, and we aim to model and promote these in everything we do. Please visit our website www.grangeprimaryschool.org, where you will find more information about our values, curriculum drivers and other information about the school, which will give a broader picture of who we are and how we work.

If you are excited by this opportunity to become Deputy Head at Grange Primary, visits to our school are warmly welcomed. Please contact the school office to arrange on 01429 272007. We look forward to receiving your application.

Kind Regards,
Sam Musgrave

Deputy Head of School

Permanent position required from Summer Term 2025 (April)

for Northern Lights Learning Trust

Based at Grange Primary School, Hartlepool.

L10 – L14 £62,202 - £68, 586 per annum,

Salary starting point subject to experience

Teachers' Pay and Conditions

We are seeking to appoint a dedicated and inspirational Deputy Head of School for Northern Lights Learning Trust, to join the Senior Leadership Team at Grange Primary School. This role involves working closely with the Head of School to drive continuous improvements across the school.

We are looking for an excellent teacher across the primary phases, who is an enthusiastic, resilient and caring leader who has high expectations for all and a commitment to inclusion.

The successful candidate will demonstrate the ability to lead Teaching and Learning across the school, ensuring the quality of education continues to be developed to meet the ever-changing needs of our children and community.

The post will be a non-class-based role, although some class teaching and intervention will be integral to the role.

This position also offers an exciting potential opportunity for the right candidate to work across the wider Northern Lights Learning Trust, supporting schools under the direction of the Director of Primary Education.

This role is open to teachers with proven excellence in senior leadership and who are excited about the prospect of making a difference to the lives of our children and their families.

All candidates must possess strong interpersonal skills, have a non-judgemental approach and have a set of core values which align with the values and ethos of Northern Lights and Grange Primary School. Candidates should be able to work in partnership with parents, families, our local community and external services.

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
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' 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 Tuesday 11th February 2025 at 9am.

Interviews will take place on Tuesday 18th February.

HOW TO APPLY:

Letters of application should be returned with application forms to recruitment@nllt.co.uk or by post to Northern Lights Learning Trust, Spectrum Business Park, Building 2, Lighthouse View, Seaham SR7 7PR

Applications will only be considered on receipt of a completed application form, CVs and other forms will not be accepted.

Visits to our school are warmly welcomed. For further information and to arrange a visit, please contact the school on 01429 272007.

Details of the school can be found on the school website: www.grangeprimaryschool.org

JOB DESCRIPTION

POST: Deputy Head of School

RESPONSIBLE TO: Board of Northern Lights Learning Trust , CEO , Associate Headteacher, Head of School and Local Governing Body.

RESPONSIBLE FOR: Quality of Education - Teaching and Learning

SALARY BAND: L10-L14

START DATE: Summer Term 2025

KEY PURPOSE:

To provide vision and leadership for the life and work of the Trust, so that the designated schools' aims are implemented in accordance with the policies of Northern Lights Learning Trust and the local governing body.

To deputise and undertake to the extent required by the Head of School, the Associate Headteacher, the CEO, the Board and the local governing body the professional duties of the Head of School in the event of her absence from school.

The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO, Associate Headteacher or Head of School, in consultation with the post holder to reflect or anticipate changes in the job role.

KEY RESPONSIBILITIES:

LEADERSHIP

To assist the Head of School by:

- Sharing in the leadership of the school, sharing the vision and transferring the vision into reality.
- Developing, implementing and monitoring management structures and procedures to ensure that the school achieves its aims through the attainment of the school development plan.
- Dealing successfully with situations which may include tackling difficulties and conflict resolution.
- Taking a key role in the operational management across school, including effective communications.

- Leading transition across the school, in partnership with Assistant Headteachers, including in year admissions.
- Advising governors on the formulation of policy and its implementation to ensure the enhancement of the quality of education in an efficient and cost-effective manner.
- Ensuring that the statutory requirements for the curriculum are met and curriculum provision is appropriate and relevant to the needs of all children.
- Providing appropriate and effective support and challenge to key leaders across the school, specifically the Assistant Headteachers, to enable them to carry out their roles effectively.
- Actively promoting a culture of inclusion where pupil and staff opinions and well-being are valued.
- Carrying out the role of Deputy Designated Safeguarding Lead.
- Providing appropriate and effective support and challenge to staff, ensuring welfare systems and approaches for all members of the school community create a safe, positive and caring ethos.
- Support the Head of School in interpreting school attendance information, developing effective attendance procedures, and creating a culture of high expectations and a proactive approach related to improving attendance.
- Managing the performance of the school's staff through the provision of appropriate procedures of appointment, induction and performance management to maximise effective learning
- Developing inspirational leadership within Northern Lights Learning Trust.
- Developing a knowledge of risk management and producing and managing risk assessments across the school, working with support staff and in partnership with the Head of School.
- Supporting the development of the school through seeking external funding and accreditation.
- Promoting effective relationships through networking with other schools in the Trust, external bodies, parents, other schools and the wider community which promotes a positive image of the school and all other partners as appropriate.
- Leading initiatives across the Trust working collaboratively to improve outcomes for all pupils in the Trust and developing staff across all schools in the Trust.

LEADING TEACHING AND LEARNING

- Support, motivate and inspire others through leading by example.
- Responsible for planning, delivering and reviewing lessons which are appropriate to the age and ability of the children to facilitate progression in children's learning.

- Setting and assessing appropriate work and recording results in accordance with the school's assessment and marking policies to provide regular feedback and monitoring of progress.
- Managing the classroom and teaching environment to create a positive learning environment which makes effective use of available resources and meets the needs of all learners.
- Developing key school routines, practices and documentation to enable and ensure consistency and high-quality education across the school. (including the Staff Handbook)
- Monitoring and evaluating standards of teaching, learning, resource usage and management effectiveness and implementing appropriate change strategies where required.
- Working alongside staff using a coaching/mentoring approach, to achieve success, challenging underperformance to improve outcomes for pupils.
- Maintaining the overview of and leading CPD across the school (in partnership with school leaders), planning time and resources effectively, aligned with key priorities, keeping up to date with research and ensuring effective use of evidenced based practice.
- Creating a vibrant learning environment across the school to scaffold learning and celebrate achievements.
- Analyse and interpret school data to improve performance and have a thorough understanding of assessment procedures.
- Support the Head of School in undertaking self- evaluation across the school, identifying with the Head of School, school improvement areas, writing subsequent action plans and Self Evaluation Forms.
- Lead the whole school curriculum development and be accountable for improvement.
- Plan for and support the Head of School to ensure that all statutory procedures are met in relation to ECTs, taking on the role of Induction Tutor, supporting mentors and holding staff accountable for their performance.
- Act as designated teacher for Looked After pupils and those with social care involvement, where required, with responsibilities for their education, monitoring performance and championing excellence in order to close the gap.
- Develop and maintain links with partners to support the wellbeing and education of all pupils, including the Virtual School.
- Take on the role of Pupil Premium champion, monitoring progress and attainment, developing and evaluating strategies to close the gap.
- Maintain the overview of collective worship, in partnership with the RE lead and Assistant Headteachers.
- Lead initiatives across the trust working collaboratively to improve outcomes for all pupils in the trust and developing staff across all schools in the trust.

OTHER DUTIES

- Carry out any other duties commensurate with the role that the Head of School may direct from time to time.
- Participate in the Performance Management system for the appraisal of own performance.

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;
- 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.

PERSON SPECIFICATION DEPUTY HEADTEACHER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ol style="list-style-type: none"> Well-presented and well written application form. 		Application form
QUALIFICATIONS AND KNOWLEDGE	<ol style="list-style-type: none"> Relevant degree Qualified Teacher Status Record of successful class teaching with substantial teaching experience 	<ol style="list-style-type: none"> Evidence of recent and relevant senior leadership CPD/qualifications e.g. NPQSL 	2-5 Application form 2,3,5. Certificates
EXPERIENCE	<ol style="list-style-type: none"> Evidence of excellent teaching across Key Stages Experience of working successfully as a senior leader recently Experience of turning policy into effective and successful practice Leadership of a significant area including responsibility for 	<ol style="list-style-type: none"> Experience of working collaboratively across other schools, supporting the development of practitioners 	6-13 Application form 7, 9, 10, 11 Interview

	<p>raising standards across school, demonstrating impact.</p> <p>10. Experience of successfully designing, implementing and monitoring subjects within the curriculum</p> <p>11. Proven impact of developing staff and trainees, ECTs, subject and middle leaders including the use of coaching and mentoring</p> <p>12. Experience of leading teams effectively</p>		
PROFESSIONAL DEVELOPMENT	<p>14. Commitment to using research to further develop professional skills and practice of self and others</p> <p>15. Willingness to complete professional development related to the role</p>		14-15 Application form
KNOWLEDGE, SKILLS AND ABILITIES	<p>16. Be an excellent practitioner and have a clear understanding of effective learning and teaching</p> <p>17. Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards</p>	<p>28. Have an up-to-date knowledge of school attendance procedures</p>	<p>Application form – 16, 18, 19, 20, 23, 25, 28</p> <p>Interview – 17, 21, 22, 24, 26, 27</p>

18. Knowledge and understanding of effective inclusive practice, including provision for pupils with SEND
19. Ability to analyse data, evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement and close gaps
20. Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum and assessment developments across EYFS, KS1 and KS2.
21. Ability to lead and manage effective teams and work with external agencies to achieve agreed goals
22. Proven excellent organisational skills and knowledge of operational management allowing the school to run effectively
23. Can communicate effectively to a wide range of different audiences, including governors
24. Ability to support, motivate and inspire colleagues,

	<p>pupils and parents by setting and maintaining high standards and expectations</p> <p>25. Contribute effectively to the work of the SLT and remain positive and solution focussed while dealing successfully with challenging situations</p> <p>26. Current understanding of the Ofsted Framework</p> <p>27. Have an up-to-date knowledge of Keeping Children Safe in Education/ Safeguarding good practice and have the skills to be able to lead on this in the school as Deputy Designated Lead</p>		
<p>PERSONAL ATTRIBUTES</p>	<p>29. Ability to make decisions and take responsibility</p> <p>30. Promote the school and trust's vision and ethos</p> <p>31. Approachable and enjoys being highly visible to children and parents</p> <p>32. Energetic, adaptable, enthusiastic and reliable with personal impact and presence</p> <p>33. Enthusiastic about working in, and contributing to,</p>	<p>35. Thinks creatively to anticipate and solve problems</p>	<p>Application- 29, 31, 32, 35 Interview – 30, 32, 33, 34</p>

	partnerships in a multi-academy trust 34. Demonstrate an ability to build good relationships with vulnerable families		
REFERENCES and DBS	36. Fully supportive without reservation 37. Fully enhanced DBS clearance with children's 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.