

**DEPUTY HEAD TEACHER  
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.



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



**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 Teacher within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 8 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 Deputy Headteacher 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

# DEPUTY HEAD TEACHER

Permanent position, to start as soon as possible Responsible to:

Headteacher

Salary Band: L18 – L22

Working Pattern: Full time

We are seeking a dedicated and proactive Deputy Head Teacher to join our team.

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
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- 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 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
- 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 15<sup>th</sup> March, 5pm  
Short Listing will take place on: W/c Monday 16<sup>th</sup> March  
Interviews will take place on: TBC

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

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 01642 585205.

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

## JOB DESCRIPTION

Post: Deputy Head

Responsible to: Headteacher

Salary band: L18-L22

Start date: As soon as possible

Contract: Permanent

### **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 any professional duties of the Headteacher reasonably delegated to him / her by the Headteacher, in accordance [but not exclusively] with Teacher's Pay and Conditions.
- To deputise and undertake to the extent required by the Headteacher, the CEO, the Board and the governing body the professional duties of the Headteacher 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, in consultation with the post holder to reflect or anticipate changes in the job role.

### **Key Responsibilities:**

- Sharing in the leadership of the school, sharing the vision and transferring the vision into reality.
- Developing, implementing and monitoring management structures and procedures so as to ensure that the school achieves its curriculum and pastoral aims through the attainment of the school development plan.
- Dealing successfully with situations which may include tackling difficulties and conflict resolution.
- Leading by example.
- Advising governance on the formulation of policy and its implementation, so as to, ensure the enhancement of the quality of learning 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.
- Managing the performance of the school's staff through the provision of appropriate procedures of appointment, induction, performance management, so as to, maximise effective learning.

Developing inspirational leadership within Northern Lights Learning Trust.

- Developing a knowledge of risk management.
- 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, notably parents, other schools and the wider community which promotes a positive image of the school and all other partners as appropriate.
- Promoting a culture of inclusion where pupils' and staff's opinions and well-being are valued.

#### Other Duties:

- Carry out any other duties commensurate with the role, and that the Headteacher may direct from time to time.
- Participate in the Performance Management system for the appraisal of your 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 HEAD TEACHER**

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application
QUALIFICATIONS AND TRAINING	2. Relevant degree 3. Qualified Teacher Status 4. Record of successful teaching with substantial teaching experience	5. Evidence of recent and relevant senior leadership CPD/qualifications e.g. NPQSL	Application E1-3/D1 Certificates
EXPERIENCE	1. Evidence of excellent teaching across Key Stages 2. Experience of working successfully as a senior leader 3. Evidence of successful major whole school responsibilities 4. Experience of turning policy into effective and successful practice Leadership of a significant area across the school 5. Proven impact of developing staff and trainees, NQTs/ECTs, subject and middle leaders including the use of coaching and mentoring	6. Experience of working collaboratively across other schools, supporting the development of practitioners 7. Experience of leading CPD at a whole school level	Application E1-6 / D12  Interview E1-6 / D12  Lesson observation  E1, E4

Professional Development	<ol style="list-style-type: none"><li>1. Sustained development as a senior leader</li><li>2. Commitment to using research to further develop professional skills and practice</li><li>3. Willingness to complete professional development related to the role.</li></ol>		Application E1-3
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<p>Knowledge, Skills and Abilities</p>	<ol style="list-style-type: none"> <li>1. Be an excellent practitioner and have a clear understanding of learning and teaching</li> <li>2. Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards</li> <li>3. Ability to offer the school strategic leadership.</li> <li>4. Ability to analyse data, evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement and closing learning gaps</li> <li>5. Ability to lead and manage effective teams and work with external agencies to achieve agreed goals</li> <li>6. Ability to challenge and inspire colleagues to achieve outstanding practice</li> <li>7. Can communicate effectively to a wide range of different audiences, including governors</li> <li>8. Is a team player, supports, motivates and inspires colleagues, pupils and parents by setting and maintaining high standards and expectations</li> <li>9. Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum and assessment developments across KS3 and KS4</li> <li>10. Contribute effectively to the work of the SLT and remain positive while dealing</li> </ol>		<p>Application E1-12</p> <p>Interview E1-12</p> <p>Lesson Observation E1, E2</p>
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	<p>successfully with challenging situations</p> <p>11. Ability to effectively lead and manage change</p> <p>12. Understanding of the current Ofsted Framework</p>		
Personal Attributes	<p>1. Ability to work collaboratively as part of a school/Trust team</p> <p>2. Ability to make decisions and take responsibility</p> <p>3. Demonstrate a commitment, understanding of regard for the safeguarding, protection of and equalities all children at the academy.</p> <p>4. Promote the school and trust's vision and ethos</p> <p>5. Approachable and enjoys being highly visible to children and parents</p> <p>6. Energetic, adaptable, enthusiastic and reliable with personal impact and presence</p> <p>7. Have a dynamic and flexible leadership style</p> <p>8. Enthusiastic about working in, and contributing to, partnerships in a multiacademy trust</p> <p>9. Have the utmost personal integrity and honesty</p> <p>10. Have emotional resilience and the ability to work under pressure</p> <p>11. Think creatively to anticipate and solve problems</p> <p>12. Demonstrate an ability to build good relationships with vulnerable families</p>		<p>Application E1-12</p> <p>Interview E1-12</p>

Other	<ol style="list-style-type: none"> <li>1. Fully supportive without reservation</li> <li>2. Fully enhanced DBS clearance with children's barred list check</li> </ol>		References Enhanced DBS certificate
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#### 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)