



Northern  
Lights

LEARNING TRUST

Deputy Headteacher  
Ian Ramsey CE Academy

# 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 Headteacher 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 450 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 Headteacher

It is my pleasure to welcome you to Ian Ramsey CE Academy, where I am privileged to have been recently appointed to the post of Headteacher.

Ian Ramsey CE Academy 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 role of the Deputy Headteacher is an exciting one and comes at a time when there is a renewed focus upon school improvement; we are looking for someone who is passionate about education, an inspirational leader in and out of the classroom and someone who is creative and inclusive when identifying and solving problems. We are looking for a team player who will join us in feeling proud to be working at Ian Ramsey CE Academy.

Visits to the school are welcomed and encouraged and are available on Wednesday 5<sup>th</sup> February and Monday 10<sup>th</sup> February; please contact us to arrange.

Thank you for your interest in our academy and I look forward to your application.

Kind regards

Donna Park

**Headteacher**

**DEPUTY HEADTEACHER**  
**Permanent**  
**Ian Ramsey CE Academy**  
**L18- L22 starting point subject to experience**  
**Teacher's pay and conditions**  
**Full time position**

We are looking to appoint a new Deputy Head Teacher.

We are seeking to appoint a dedicated and inspirational Deputy Headteacher for Northern Lights Learning Trust, to work at Ian Ramsey CE Academy to support the leadership team and drive improvement across the school.

We are looking for a motivational, enthusiastic leader to work closely with the Senior Leadership Team and staff to drive the school forward. We are seeking a leader who demonstrates proven analytical skills and uses an effective coaching approach to secure improvements in teaching and learning.

All candidates must be able to demonstrate high standards of classroom practice, good inter-personal skills and be supportive of Northern Lights and Ian Ramsey CE Academy's values and ethos. Candidates should be able to work well with parents and external services.

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
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme
- Annual leave rises after 5 years continuous service

### **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: Thursday 13<sup>th</sup> February 2025**

**Shortlisting will take place on: Friday 14<sup>th</sup> February 2025**

**Interviews will take place: w/c 17<sup>th</sup> February 2025**

## HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, via email to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by 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, **CVs and other forms of application will not be accepted.** For further information, please contact [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)

## JOB DESCRIPTION

Post: Deputy Headteacher  
Responsible to: Headteacher  
Responsible for: Raising Achievement  
Salary band: L18 – L22  
Start date: September 2025 or earlier if possible

### 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 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 their 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:

#### LEADERSHIP

To assist the Headteacher in:

- 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.
- Leading on academic standards, accountability and raising achievement (see below).



- 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.

### **RAISING ACHIEVEMENT**

- Develop a vision for raising achievement which prioritises pupil outcomes for all groups of pupils, including those with SEND and those from disadvantaged backgrounds, and external accountability measures
- Report regularly to the Headteacher, senior leaders, and Governors on key performance indicators
- Line management of SENDCo and strategic overview of disadvantaged pupils
- Line manage curriculum leaders, monitor their raising achievement plans, and hold them accountable for their outcomes at Key Stage 4
- Convene and chair regular Curriculum Leaders meetings to ensure that best practice is shared and that there is a coherent approach to the curriculum and teaching across the school to maximise progress for all groups of pupils
- Support Curriculum Leaders in planning and sequencing their curricula to ensure they enable all students to gain relevant knowledge and understanding in each subject and thus maximise progress
- Lead the whole school appraisal process for teachers
- Produce an annual assessment and reporting calendar and take responsibility for coordinating and organising parents' evenings
- Line manage the data team to ensure that data is collected and analysed efficiently and used effectively to raise achievement
- Line manage the exams team to ensure that pre-public and public examinations are managed efficiently and effectively
- Organise exam results days systems and processes, the initial analysis of data, and (liaising with the Headteacher) any public communication of outcomes

- Oversee the options processes for Years 9 and 10 to ensure that pupils take courses which maximise their potential and are suited to their needs
- Oversee revision and intervention strategies which are designed to secure pupil progress and raise achievement of all pupils
- Oversee and co-ordinate academic transition processes (baseline testing, pupil groupings, analysis of KS2 data, initial reading and spelling assessments etc.)
- Oversee class groupings in all year groups and departmental approaches to ensure that decisions are based on evidence and to maximise pupil achievement
- Develop a systematic approach and strategy for pupils who may struggle to access the full curriculum (including those on AP, disadvantaged pupils and those with SEND), monitor the impact on personal and whole-school outcomes, and take decisions which prioritises pupil outcomes
- Develop an assessment system which enables teachers to accurately assess pupils' knowledge and understanding of the planned curriculum so that weaknesses and misconceptions can be addressed quickly
- Together with other senior and middle leaders participate in an effective quality assurance system which leads to sustained improvement in teaching and the curriculum
- Lead on staffing requirements and recruitment & interview processes to ensure that high quality, specialist teachers are appointed
- Liaise with the Headteacher on staffing and curriculum-led financial planning
- Communicate timetabling requirements to the member of staff producing the school timetable
- Write, review, and update all policies and procedures relating to achievement and progress.
- Take responsibility for the Achievement sections of the SEF and School Improvement Plan, and the appropriate sections of the Ofsted framework (Curriculum Impact, Assessment etc)

### **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 HEADTEACHER

| CATEGORY                           | ESSENTIAL  | DESIRABLE  | METHOD OF ASSESSMENT  |
|------------------------------------|--|--|---|
| <b>APPLICATION FORM</b>            | 1. Completed application form  |  | Application   |
| <b>QUALIFICATIONS AND TRAINING</b> | 1. Relevant degree<br>2. Qualified Teacher Status<br>3. Record of successful teaching with substantial teaching experience   | 1. Evidence of recent and relevant senior leadership CPD/qualifications e.g. NPQSL   | Application E1-3 / D1<br>Certificates   |
| <b>EXPERIENCE</b>                  | 1. Evidence of excellent teaching across Key Stages<br>2. Experience of working successfully as a senior leader<br>3. Evidence of successful major whole school responsibilities | 1. Experience of working collaboratively across other schools, supporting the development of practitioners<br>2. Experience of leading CPD at a whole school level | Application E1-6 / D1-2<br>Interview E1-6 / D1-2<br>Lesson observation E1, E4 |

|   |  |  |   |
|---|--|--|---|
|   | <ol style="list-style-type: none"> <li>4. Experience of turning policy into effective and successful practice</li> <li>5. Leadership of a significant area including responsibility for raising standards across school</li> <li>6. Proven impact of developing staff and trainees, NQTs/ECTs, subject and middle leaders including the use of coaching and mentoring</li> </ol> |  |   |
| <p><b>PROFESSIONAL DEVELOPMENT</b></p>        | <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>   |  | <p>Application E1-3</p>                         |
| <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> | <ol style="list-style-type: none"> <li>1. Be an excellent practitioner and have a clear understanding of</li> </ol>  |  | <p>Application E1-12</p> <p>Interview E1-12</p> |

learning and  
teaching

2. Proven skill in ensuring that all pupils have the opportunity to achieve the highest standards
3. Ability to offer the school strategic leadership.
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
5. Ability to lead and manage effective teams and work with external agencies to achieve agreed goals
6. Ability to challenge and inspire colleagues to achieve outstanding practice
7. Can communicate effectively to a

Lesson  
observation  
E1, E2

wide range of  
different  
audiences,  
including  
governors

8. Is a team player, supports, motivates and inspires colleagues, pupils and parents by setting and maintaining high standards and expectations
9. Have an up-to-date knowledge of statutory regulations and guidance relating to curriculum and assessment developments across KS3 and KS4
10. Contribute effectively to the work of the SLT and remain positive while dealing successfully with challenging situations
11. Ability to effectively lead and manage change
12. Understanding of the current Ofsted Framework

|                                   |   |  |   |
|-----------------------------------|---|--|---|
|                                   |   |  |   |
| <p><b>PERSONAL ATTRIBUTES</b></p> | <ol style="list-style-type: none"> <li>1. Ability to work collaboratively as part of a school/Trust team</li> <li>2. Ability to make decisions and take responsibility</li> <li>3. Demonstrate a commitment, understanding of regard for the safeguarding, protection of and equalities all children at the academy.</li> <li>4. Promote the school and trust's vision and ethos</li> <li>5. Approachable and enjoys being highly visible to children and parents</li> <li>6. Energetic, adaptable, enthusiastic and reliable with personal impact and presence</li> <li>7. Have a dynamic and flexible leadership style</li> <li>8. Enthusiastic about working in, and contributing to, partnerships in a multi-academy trust</li> </ol> |  | <p>Application<br/>E1-12</p> <p>Interview<br/>E1-12</p> |

|              |   |  |   |
|--------------|---|--|---|
|              | <ul style="list-style-type: none"> <li>9. Have the utmost personal integrity and honesty</li> <li>10. Have emotional resilience and the ability to work under pressure</li> <li>11. Think creatively to anticipate and solve problems</li> <li>12. Demonstrate an ability to build good relationships with vulnerable families</li> </ul> |  |   |
| <b>OTHER</b> | <ul 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> </ul>  |  | <p>References</p> <p>Enhanced DBS certificate</p> |

### 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.

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