



Northern
Lights
LEARNING TRUST

SAFEGUARDING AND WELLBEING
OFFICER
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 Safeguarding and Wellbeing Officer 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 Safeguarding and Wellbeing Officer 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

Safeguarding and Wellbeing Officer

Permanent position required as soon as possible

Ian Ramsey CE Academy

NJC SCP 23-25

£34,434- £36,363 FTE Per annum

37 hours per week, 41 weeks (Term time plus 5 PD days plus
2 weeks in summer holidays)

Some travel may be required

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 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: Friday 19th September 2025 at 9am

Shortlisting will take place on: w/c Monday 22nd September 2025

Interviews will take place on: w/c Monday 22nd September 2025

HOW TO APPLY:

Applications should be submitted to 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

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

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

JOB DESCRIPTION

Post: Safeguarding and Wellbeing Officer

Responsible to: Deputy Head

Responsible for: Leading and coordinating all aspects of safeguarding, child protection, and pupil wellbeing across the school

Salary band: NJ SCP 23-25

Start date: ASAP

Key purpose of the role:

The Safeguarding Welfare Officer will support the development of safeguarding, child protection policies, procedures and guidance for the school. As part of the role/responsibilities the Safeguarding & Wellbeing Officer will work alongside the Deputy Head to strategically develop and implement whole school initiatives, monitor and report on key outcomes and barriers with pupils, families and external agencies. The post holder will actively support families in improving educational opportunities, especially those vulnerable groups that need additional support. Designated Safeguarding Lead will be a key responsibility and engagement and partnership working with all external agencies will be integral.

KEY RESPONSIBILITIES

STRATEGIC DIRECTION AND RESPONSIBILITIES

- Oversee the implementation of the child protection policy and procedures in practice.
- As DSL respond appropriately to disclosures or concerns – related to the well-being of pupils, overseeing any referrals to agencies.
- Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of arrangements in order to safeguard all.
- Oversee CPOMS and accuracy of recording in line with Trust Handbook and quality assurance process.
- Utilise data from CPOMS such as 'custom reports' to refine practice and ensure safeguarding is integral to all work across the school.
- To collate and produce statistical information with regards to safeguarding and student groups.
- Proactively work alongside DHT /Inclusion Coordinator to remove barriers such as attendance and behaviour.
- To work directly with children in need and their families to promote, strengthen and develop relationships with the aim of preventing children becoming looked after and or suffering significant harm.
- Be the single point of contact for statutory agencies and ensure they have access to all necessary information.
- Attend and contribute to fortnightly inclusion meetings for all year groups.

- Manage the caseload for CP, CIN pupils and families and oversee the distribution of EH and cause for concerns appropriately amongst DDSLs and pastoral team.
- Ensure that prompt, consistent and rigorous intervention for vulnerable families is robust.
- Oversee, alongside the Attendance Education Welfare Officer, the safeguarding aspects of Alternative Provision.
- Aid transition from Primary to Secondary for students whom are identified as vulnerable or who are identified within CP/CIN/EH.
- To maintain up to date knowledge and skills in accordance with the specifications of the role through regular training and performance review, eg. KCSIE, DSL training.
- To have regard to the agreed referral and assessment pathways published by the LA/government.

OTHER (Operational)

- Attend and participate in multi-agency meetings to safeguard pupils and when appropriate to act as a lead professional and coordinate multi-agency meetings.
- Maintain accurate confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- Ensure school actions are followed up and demonstrate how school have actioned safeguarding to support pupils and families.
- Attend and contribute to DSL network meetings both across Trust and Local Authority.
- Oversee, along with the Attendance Education Welfare Officer, appropriate and timely safe and wellness checks (home visits) for absent students – following all safeguarding practices in line with KCSIE and school policy.
- Oversee 'safety plans' within school alongside inclusion staff and support in writing of plans.
- Ensure effective communication/consultation as appropriate with parents/carers through phone, letter and home visits as relevant.
- Provide support for families experiencing hardship by way of increasing awareness to external support agencies.
- To give guidance and support to teachers, parents and children in dealing with issues of concern.
- To plan and assist on safeguarding training within the school, ensuring compliance with required training for all staff.
- From referrals, develop and maintain a register of pupils who are 'at risk' or have CP plans and CIN involvement.
- Ensure the 'Prevent' risk assessment and training is up to date and that staff are kept informed about the 'risk' level both nationally and locally.
- Lead a holiday club within the holiday period for those pupils who are identified as vulnerable or identified as CP, CIN, EH.

ADDITIONAL ASPECTS

- To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to maintain confidence, as appropriate.
- Demonstrate an active commitment to own professional development.
- Be aware of and comply with school policy and procedures.
- Contribute to the overall ethos/work/aims of the school.

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- 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, Code of Conduct, and all other Trust Policies.
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order 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

Please note, that this is not a comprehensive list of all tasks that the postholder will carry out in their role. The post-holder may be required to do other duties appropriate to the level of the role as required by the Headteacher. This job description may be amended at any time in consultation with the post-holder.

PERSON SPECIFICATION

SAFEGUARDING AND WELLBEING OFFICER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	1. 5 GCSE or equivalent at Grade C or above (inc English and Maths) 2. Evidence of recent professional development 3. Hold or willing to be trained as DSL	1. A Levels or equivalent 2. Post qualifying training in social work, counselling or other professional development areas relevant to working with families/parents/c children and young people 3. Understanding of safeguarding and KCSIE requirements 4. Experience of working in safeguarding role in educational or local authority setting	Application
EXPERIENCE	1. Demonstrate knowledge of the principals 2. involved in giving advice and guidance to children / young people 3. Knowledge of 4. Child Protection Procedures and intervention work 5. Knowledge of the range of additional	1. Experience of working in a school environment	Application Interview References

	<p>support / agencies which can be of assistance to vulnerable pupils/ students and families</p> <p>6. Ability to summarise clearly and concisely and articulate concepts and proposals</p> <p>7. Ability to produce concise and complex reports</p>		
SKILLS AND KNOWLEDGE	<ol style="list-style-type: none"> 1. To hold a Driving Licence 2. Ability to maintain records and write reports 3. Ability to record and produce minutes 4. Ability to work on one's own initiative, balance competing priorities and organise a work schedule 5. Ability to motivate children / young people by establishing empathic and supportive working relationships 6. Ability to work as part of a team to reach agreed targets and outcome for children / young people 7. Demonstrate experience of working effectively with vulnerable children / young 		<p>Application Interview Certificates</p>

	people in either education, social work, youth work or another related area of work		
PERSONAL QUALITIES	<ol style="list-style-type: none"> 1. Pleasant and friendly manner 2. Polite and punctual 3. Reliable 4. A commitment to working as part of the whole Academy team and supporting the vision and aims of the academy 		Application Interview References
OTHER	<ol style="list-style-type: none"> 1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 2. Enhanced DBS with barred list check 		References DBS certificate

Ian Ramsey CE Academy, part of the Northern Lights Learning Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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.