Northern Lights
LEARNING TRUST

WRAPAROUND CARE ASSISTANT AT BENEDICT BISCOP CE ACADEMY

APPLICATION PACK

Northern Lights

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LEARNING TRUST

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.

Northern Lights
TEACHING SCHOOL HUB

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.

Northern Lights
EARLY YEARS HUB NORTH EAST

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 Wraparound Care Assistant 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 sincerely

Jo Heaton
Chief Executive Officer

Welcome from the Headteacher

Thank you for your interest in our current vacancy at Benedict Biscop C.E. Academy.

Benedict Biscop CE Academy is a popular and oversubscribed school, with increasing numbers on roll, following a school expansion and increase in PAN in recent years. At Benedict Biscop C.E. Academy, we are committed to providing the highest quality education and we are continuously striving to improve and innovate in order to deliver the best possible educational experiences to our pupils.

The school is rated outstanding by Ofsted and SIAMS and we are the lead primary school in the Northern Lights Teaching School Hub, who deliver National Professional Qualifications, the Early Career Framework and Initial Teacher Training (ITT) across the region. Additionally, we are honoured to serve as the lead school for the Northern Lights Early Years Stronger Practice Hub, recognised for our outstanding EYFS provision. Being part of a strong growing trust, we offer numerous opportunities for collaboration, professional development, and the chance to work across multiple phases of education.

Our strong Christian ethos underpins everything we do, and we firmly believe in educating the whole child. Our school vision, With God, all things are possible, permeates our approach to education and pastoral care.

We are looking for passionate individuals who share our values and are dedicated to making a positive impact on the lives of young people. If you are enthusiastic, innovative, and committed to providing an exceptional learning environment for children, then we would love to hear from you.

Please find attached further details about the vacancy we currently have available. If you would like to discuss the role in more detail or visit the school, please do not hesitate to get in touch.

Kindest regards,

Sarah Armstrong
Headteacher

WRAPAROUND CARE ASSISTANT

Temporary position until 31.03.2026 linked to funding, required for as soon as possible at Benedict Biscop CE Academy

NJC 6-7 (£25,183 - £25,584 FTE)

Position is to work in After School Club – 12.5 hours per week, term time only 3.30pm – 6.00pm Monday to Friday

Are you organised, enthusiastic and welcoming?
Would like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to appoint a wraparound care assistant to join our growing wraparound provision.

The successful candidate will have…

- experience working in a similar setting
- excellent communication skills
- a positive attitude, flexibility and adaptability
- high expectations
- excellent teamwork

If this is you, we would really welcome your application

Details of the school can be found on the school website:
www.benedictbiscopacademy.co.uk

CLOSING DATE:

Applications must be received by: Monday 17th February 2025 at 9am

Short Listing will take place on: week commencing 17th February 2025

Interviews will take place on: week commencing 17th February 2025

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to Danielle Maddison, Office Manager at danielle.maddison@nllt.co.uk or via post to Benedict Biscop CE Academy, Marcross Drive, Sunderland, SR3 2RE.

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 0191 5947033.

JOB DESCRIPTION

POST: WRAPAROUND CARE ASSISTANT
RESPONSIBLE TO: HEADTEACHER
RESPONSIBLE FOR: Providing after school activities and supervision to individuals and groups of pupils.
SALARY BAND: NJC SCP 6-7
START DATE: ASAP

Purpose of Job

- To work as part of a professional team to support provision of out of school activities to children, in line with the school and Trust's policies and procedures.
- To provide a caring and secure environment within extra-curricular provision and wraparound care facility.

Principle Responsibilities

- To organise activities and provision for children and supervise children building positive relationships.
- Providing teaching and learning support for pupils and staff as outlined below:

Main Duties

- Assisting in the preparation of wraparound school activities and the management of resources.
- Assisting in the deployment and setting up of equipment and resources and making them ready for use in order to organise the wraparound provision environment.
- Plan and deliver engaging activities and provision in order to support the educational, nutritional and social development of pupils.
- Assist in keeping accurate records of attendance.
- Overseeing the care and cleanliness of the environments, equipment and materials.
- Supporting with routine administration i.e. food hygiene and environmental health paperwork

Support for the Pupil

- Ensure the children's environment is safe and able to support the focus of the wraparound care
- Supervising the use of equipment as required to maintain pupils' needs and support their participation in activities.

- Supervising the use of equipment as required to maintain pupils' needs and support their participation in learning tasks and activities to meet targets and objectives.
- Supervise individual pupils or small groups in after school activities.
- Plan and prepare displays within the wraparound provision or within the school as directed
- Participate in the evaluation of learning activities.
- Maintaining awareness of pupils' needs.
- Support independent learning and the inclusion of all pupils.
- Support pupils in emotional and social well-being, and support pupils in their social, emotional and personal development.
- Maintaining awareness of pupils' needs and targets.
- Undertaking duties in connection with personal hygiene and welfare of pupils as required.
- Having and applying a level of understanding of SEND, as determined by the SEND Code of Practice.
- Promote high standards of behaviour and be an effective role model for pupils through an empathetic approach.
- Contribute to the creation of individual pupil emotional regulation plans and risk assessments where required and model effective practice in adhering to these.
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the school base and in the local community.
- Be aware of child protection issues and report concerns to an appropriate designated lead or deputy designated lead.
- Prepare balanced breakfast and/ or snack for consumption by pupils

Support for the School

- Ensuring that pupils adhere to the behaviour and relational policy of the school and providing feedback to senior staff and senior colleagues on the effectiveness of strategies used.
- Maintaining a safe environment for pupils and staff.
- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
- Contributing to the whole School's Self Evaluation process.
- Support the work of volunteers and other support staff in the setting.
- Assist the school and Trust in promoting the school and Trust values, vision and mission.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in professional development and review.

- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- 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 the local education authority.
- It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and Trust and needs of all pupils.

Professional Values and Practises

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds.
- Treating pupils consistently with respect and consideration.
- In line with the school and Trust's policy and procedures, using behaviour management strategies
- 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 the school and Trust's policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in school and responding effectively, following school and Trust's policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Trust and School Ethos

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and other learning activities and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

- To be aware of requirements in respect of confidentiality, child protection and safeguarding procedures, health and safety, behaviour managements, equal opportunities, special educational needs and other policies of the Trust and school.
- As and when required as directed by teaching staff, escort pupils home, conduct home visits and carry out first response visits, with an appropriate colleague.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
- Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary.

Specific Duties Including:

To facilitate provision for SEN pupils.

To undertake any other duties commensurate with the post.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school and Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of school and Trust records and information.

The post holder must carry out their duties with full regard to the Academies Single Equality Duty, Code of Conduct, Child Protection Policy and all other Trust and school Policies. The postholder must comply with the school and Trust Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION – Wrap Around Assistant

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	1. Well written and completed application form.		Application (1)
QUALIFICATIONS AND KNOWLEDGE	2. Level 3 Teaching Assistant qualification or equivalent 3. Grade C Maths and English GCSE or equivalent	4. Paediatric First Aid or willing to work towards 5. First Aid qualification or willing to work towards 6. Food hygiene certificate or willing to work towards 7. Team Teach Training or willing to work towards	Application (2-7) Certificates (2-7)
EXPERIENCE	8. Experience of working within a school setting or with school aged children. 9. Experience of creating positive relationships with children.	10. Experience of working with pupils with Special Educational Needs 11. Experience of setting up, resourcing and supervision activities.	Application (8-11) Interview (8, 9) References

PROFESSIONAL DEVELOPMENT	12. Demonstrate a commitment to professional development and the implementation of new approaches as needed		Application (12) Interview (12)
KNOWLEDGE, SKILLS AND ABILITIES	13. Ability to supervise children individually or in groups and adapt levels of support to meet need. 14. Ability to empathise with children and motivate and inspire them to be ready, respectful and safe. 15. Awareness of importance of and ability to develop effective partnerships and relationships with parents/carers and other stakeholders and members of the school community. 16. Ability to communicate effectively both orally and in writing 17. Ability to work independently using own initiative and as part of a team 18. Secure knowledge and understanding of effective safeguarding procedures and how to keep children safe in education.		Application (13, 14, 16, 17, 18) Interview (13, 15, 16, 19,) References

	19. Understand the importance of personal self-care and wellbeing.		
PERSONAL ATTRIBUTES	20. Enthusiastic with a positive outlook and solution focussed approach 21. Ability to manage pressure effectively and deal with challenging situations in a calm and measured manner 22. Flexible, adaptable and resilient 23. Reliable and honest with high personal integrity 24. Responsive to feedback, challenge and support with a reflective approach.		Application (20-24) Interview (21) References
REFERENCES and DBS	25. Fully supported in reference. 26. Fully enhanced DBS clearance with children's barred checklist		References (25) Enhanced DBS Certificate (26)

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

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.