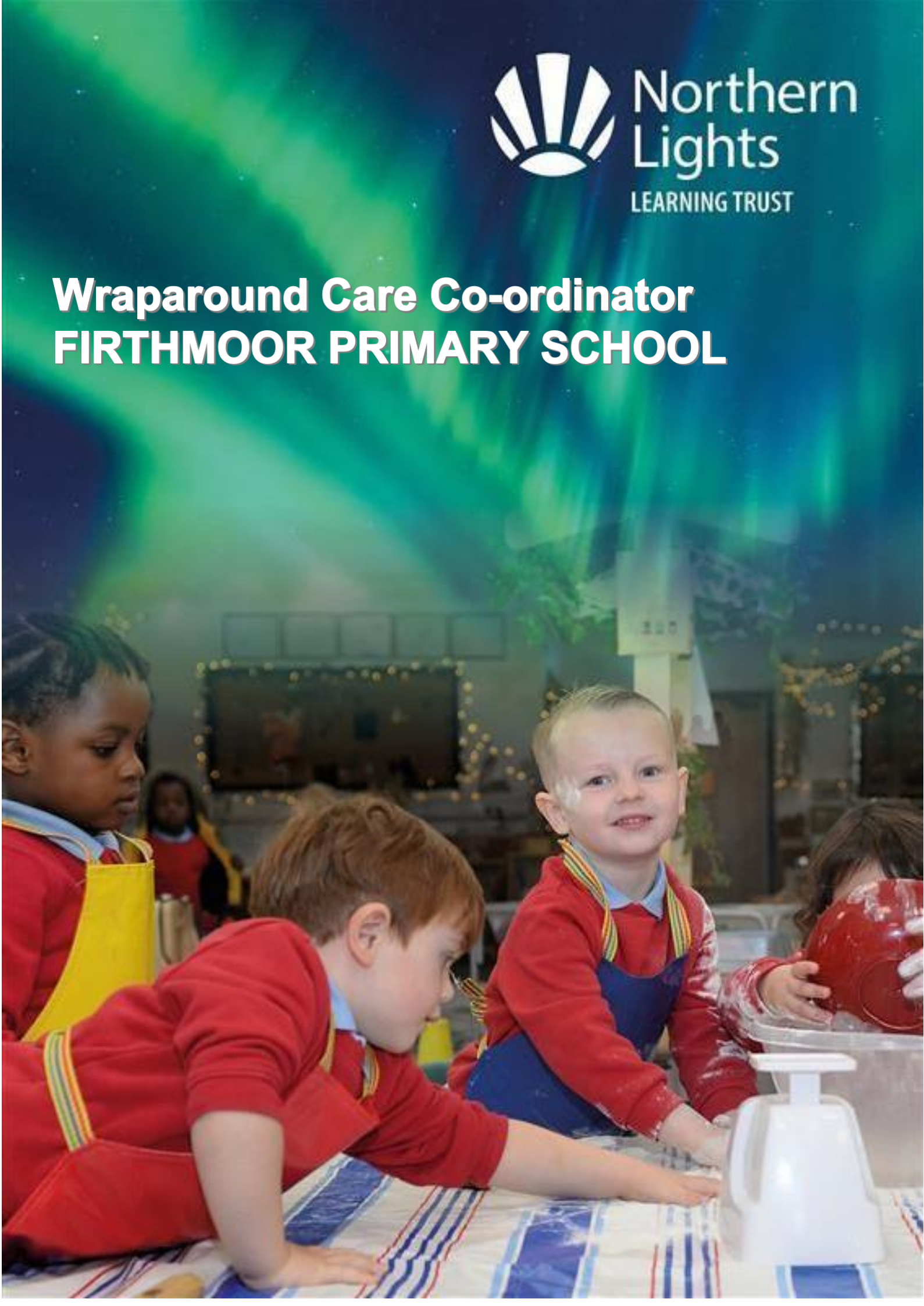
Northern Lights
LEARNING TRUST

Wraparound Care Co-ordinator
FIRTHMOOR PRIMARY SCHOOL



Northern Lights

Northern Lights LEARNING TRUST

We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 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.

Northern Lights INITIAL TEACHER TRAINING

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
- **Tilery Primary School**, Stockton-on-Tees
- **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 Teaching Assistant within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 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 OBE
Chief Executive Officer

Welcome from the Head Teacher



Thank you for your interest in joining Firthmoor Primary School. I am delighted that you are considering becoming part of our dedicated and caring team.

At Firthmoor, we are proud of our warm, inclusive ethos and our commitment to ensuring that every child is known, valued, and supported to achieve their very best. As a school, we strive to maintain high standards in both teaching and learning, while nurturing the personal development and wellbeing of each pupil. Our children are enthusiastic, curious, and eager to learn, and they thrive when surrounded by staff who share our belief in providing rich, meaningful, and engaging learning experiences.

We are equally proud of our supportive and collaborative staff team. Colleagues at Firthmoor work closely together, embracing professional learning, innovation, and reflection so that we continually grow and improve. Whether you are an experienced professional or new to your role, you will find a welcoming environment where your strengths are recognised and your development is encouraged.

Choosing the right school to continue your career is an important decision, and I hope the information within this application pack gives you a strong sense of who we are and what we value. If you share our passion for providing exceptional education and creating a nurturing environment where children flourish, we would be delighted to receive your application.

Thank you once again for your interest in Firthmoor Primary School. I wish you the very best in your application and look forward to the possibility of welcoming you to our community.

Warm regards,

Helen Ashton
Head Teacher
Firthmoor Primary School

Wraparound Care Co-ordinator

1 x Permanent Position required as soon as possible

Firthmoor Primary School

NJC SCP 8-11 £27,709 - £29,071 FTE salary

£9,392.95 actual salary - £14.36 per hour

15 hours per week, 38 weeks per year

3pm – 6pm Monday to Friday

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

Northern Lights Learning Trust are looking to appoint a Wraparound Care Co-ordinator 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

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

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

CLOSING DATE:

Applications must be received by: Monday 30th November at 12pm
Short Listing will take place on: Tuesday 1st December
Interviews will take place on: Monday7th December

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form to Christine Samways (Office Manager) at: admin@firthmoor.org.uk

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 office.

JOB DESCRIPTION

POST: WRAPAROUND CARE CO-ORDINATOR
RESPONSIBLE TO: HEADTEACHER
RESPONSIBLE FOR: Providing after school activities and supervision to individuals and groups of pupils.
SALARY BAND: SCP 8-11
START DATE: ASAP

PURPOSE OF JOB

- To lead a team of staff delivering extra-curricular school club activity and provision. Within an agreed system of supervision to be responsible for the activities and services provided by the School Club(s).

PRINCIPLE RESPONSIBILITIES

- To organise an after school wrap around provision, supervise children building positive relationships and manage a team of staff.

MAIN DUTIES

Wrap Around Coordinator Lead Role

1. Designing, resourcing and preparation of after school activities and the management of resources.
2. Ensure that necessary staffing levels are in place to meet the needs of children attending the activity/provision.
3. Setting up of equipment and resources and making them ready for use in order to organise the after-school provision environment.
4. Supporting the educational, nutritional and social development of pupils including providing a nutritious snack.
5. Ordering resources including items for a nutritious snack.
6. Keeping accurate records of attendance and ensuring the booking process is effective.
7. Managing the care and cleanliness of the environments, equipment and materials.
8. Completing routine administration i.e. filing reports, distributing leaflets and reports.

9. Managing a team of staff to ensure children are effectively supervised.
10. sharing with other members of the team relevant information about the running of the After School Club activity/provision, the needs of the children and their families.
11. Leading staff briefings and contributing to the development of the staff team.
12. Liaising regularly with SLT with regard to the planning, organisation and development of the School Club activity/provision.
13. Maintaining a working knowledge of relevant school policies and procedures in order to provide advice and guidance on behalf of the school specifically in relation to School Club activity/provision
14. Taking on the role of Deputy Designated Safeguarding Lead and ensuring safeguarding procedures are in place and are followed.

Support for the Pupil

- Ensure the children's environment is safe and able to support the focus of the after school club.
- Supervising the use of equipment as required to maintain pupils' needs and support their participation in activities.
- Supervise individual pupils or small groups in after school activities.
- Maintaining awareness of pupils' needs.
- Support the inclusion of all pupils.
- Support pupils in emotional and social well-being, and support pupils in their social, emotional and personal development.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the wrap around coordinator.
- 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. Employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention (where the appropriate training has been accessed or where the need arises to ensure the safety and welfare of themselves or others).
- Contribute to the creation of individual pupil emotional regulation plans and risk assessments where required and model effective practice in adhering to these.
- Prepare a balanced snack including fruit and vegetables for consumption by pupils

Support for the School

- Assisting in 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.

- Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
- 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 Practices

- 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 which contribute to a purposeful environment and where necessary exercise appropriate physical intervention.
- 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

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 Care Co-ordinator

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	1. Well written and completed application form.		Application (1)
QUALIFICATIONS AND KNOWLEDGE	2. Level 3 qualification or equivalent qualification or experience 3. 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 managing a team of	12. Experience of working with pupils with Special Educational Needs 13. Experience of working in an after-school environment	Application (8-13) Interview (8, 9) References

	staff or motivating people. 11. Experience of setting up, resourcing and supervising activities.		
PROFESSIONAL DEVELOPMENT	1. Demonstrate a commitment to professional development and the implementation of new approaches as needed		Application (14) Interview (14)
KNOWLEDGE, SKILLS AND ABILITIES	2. Ability to supervise children individually or in groups and adapt levels of support to meet need. 3. Ability to empathise with children and motivate and inspire them to be ready1, respectful and safe. 4. Awareness of importance of and ability to develop effective partnerships and relationships with parents/carers and other stakeholders and members of the school community. 5. Ability to communicate effectively both orally and in writing 6. Ability to work independently using		Application (15, 16, 18, 19,20,21,21) Interview (15, 16, 19,) References

	own initiative and as part of a team 7. Secure knowledge and understanding of effective safeguarding procedures and how to keep children safe in education. 8. Understand the importance of personal self-care and wellbeing. 9. Ability to keep accurate records.		
PERSONAL ATTRIBUTES	1. Enthusiastic with a positive outlook and solution focussed approach 2. Ability to manage pressure effectively and deal with challenging situations in a calm and measured manner 3. Flexible, adaptable and resilient 4. Reliable and honest with high personal integrity 5. Responsive to feedback, challenge and support with a reflective approach.		Application (23-27) Interview (24) References
REFERENCES and DBS	6. Fully supported in reference. 7. Fully enhanced DBS clearance with children's barred checklist		References (28) Enhanced DBS Certificate (29)

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: hradmin@nllt.co.uk