



APPLICANT PACK

# Pastoral Lead

*St Peter's Catholic College, Middlesbrough*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Pastoral Lead.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should return their application forms to [enquiries@stpeters.npcat.org.uk](mailto:enquiries@stpeters.npcat.org.uk) by the closing date, Monday 18th January 2021, by 12 noon. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role please telephone the school on 01642 453462.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC



Forming lives ready to face the future

## Why work for us?

**The Nicholas Postgate Catholic Academy Trust family of 23 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.**

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

*“True education enables us to love life and opens us to the fullness of life”*

**– Pope Francis**

# Proud to Serve Teesside and North Yorkshire



**The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.**

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

### **Affordable homes**

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

### Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

### Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

### Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

### Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

### Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

### Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



# The Diocese of Middlesbrough

**NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.**

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua  
Guisborough, St Paulinus  
Ingleby Barwick, St Thérèse of Lisieux  
Loftus, St Joseph and Cuthbert  
Marske-by-the-Sea, St Bede  
Middlesbrough, Corpus Christi  
Middlesbrough, Holy Name  
Middlesbrough, St Clare of Assisi  
Middlesbrough, St Francis of Assisi  
Middlesbrough, St Joseph  
Middlesbrough, St Mary's Cathedral  
Middlesbrough, St Patrick (Sacred Heart)  
Middlesbrough, St Thomas More  
North Ormesby, St Alphonsus  
Nunthorpe, St Bernadette  
Ormesby, St Gabriel  
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)  
Saltburn, Our Lady of Lourdes  
Staithes, Our Lady Star of the Sea  
Teesville, St Andrew's Parish  
Thirsk, All Saints  
Thornaby, Christ The King  
Thornaby, St Patrick  
Yarm, St Mary and Romauld

# Employee Benefits and Wellbeing



**NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.**

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

**We offer:**

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

**Additional benefits include access to:**

- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme
- Corporate offers at the five-star Rockliffe Hall Hotel, Golf and Spa in County Durham

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

# Training, Development and Progression



**We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.**

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as the Ambition Institute.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with the Ambition Institute.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with the Ambition Institute on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

Teaching assistants can benefit from full and comprehensive training courses delivered by our own St Clare's Catholic Primary Teaching School in Middlesbrough.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	Grade H, SCP 17-20 (Actual salary £21,607 - £22,930)
<b>Hours:</b>	37 hours per week, Term Time Only plus 2 weeks
<b>Contract Type:</b>	Temporary Maternity Cover
<b>Location:</b>	St Peter's Catholic College, Normanby Road, Middlesbrough, TS6 6SP

We are looking for an inspirational and highly effective Pastoral Lead to join our very successful team. We offer the opportunity to work in a high quality, vibrant and caring environment where we share a rich vision for our pupils and for the community as a whole.

St Peter's Catholic College is part of the Nicholas Postgate Catholic Academy Trust, a family of 27 schools, a Sixth Form College and a teaching school. With more than 9,000 students and 1,200 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

Our school is committed to striving for excellence in all aspects of school life and nurturing links with the parish of St Peter's and the wider community. The Governors would like to employ a person who has a passion to make a difference to the lives of our children and their families, who is a good communicator with a real ability to inspire and motivate.

St Peter's Catholic College is at the heart of the community and it is the positive, caring attitude of all members of our school community that creates the unique nature of St Peter's Catholic College. The quality of the education we provide reflects an ethos that affords equal opportunities to all, regardless of faith, race or gender. We are a school with high expectations and aspirations for all pupils and we celebrate our commitment to inclusion.

**The successful candidate must:**

- Be fully committed to upholding and promoting the Catholic ethos of the school
- Inspire, motivate and empower children to make the best possible progress
- Show a commitment to innovation, creativity and inclusion
- Be able to make a significant contribution to the wider school context

**The school offers:**

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Hard working and talented colleagues
- Good professional development opportunities
- Supportive governors and parents

**Closing date: Monday 18th January 2021, 12 noon**

Please refer to the back cover of the application pack for details of how to apply for this position.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Pastoral Lead

**Grade:** H SCP 17-20

**Responsible to:** The Head of School and Senior Leadership Team

## Main Purpose

- To take the lead role within the school to provide pastoral care to pupils including safeguarding, behaviour for learning, attendance & punctuality
- To play a vital role to address the needs of pupils who need particular help to overcome the barriers to learning
- Support parents/carers with the aim of maintaining the child in the educational setting and preventing family breakdown
- Carry out all the duties in a way which reflects the precepts and ethos of the Catholic Faith

## Duties & Responsibilities

### Pastoral Support

1. Take a lead role in managing and delivering pastoral support to pupils in Y10 and Y11
2. Provide advice to pupils relating to their social, health, hygiene and emotional development needs
3. Undertake comprehensive assessments of pupils to determine those in need of particular help
4. Assist the teacher with the implementation of individual Education / Behaviour / Support / Mentoring / Care/ Health Plans
5. Establish positive relationships with pupils, acting as a role model
6. To provide support for distressed/worried pupils individually or in a small group
7. Take a lead role in managing the speedy/effective transfer of pupils across phases and support the reintegration of those who have been absent
8. Provide information and advice to enable pupils to make choices about their

- own learning/behaviour and attendance and consequences of their actions
9. Challenge and motivate pupils, promote and reinforce self esteem
  10. Provide feedback to pupils in relation to progress, achievement, behaviour and attendance
  11. Establish constructive relationships with parents/carers in order to exchange information, facilitate support for their child's attendance, and support learning within home and school
  12. In accordance with the NPCAT Attendance Policy and under the guidance of the Trust Attendance Team, monitor systems relating to attendance and integration e.g. registers and pastoral reward systems
  13. Admin support e.g. dealing with correspondence, analysis /reporting on attendance, exclusions, making phone calls etc.
  14. Devise and deliver supportive early intervention and preventative support to parents/carers
  15. Support parents/carers in developing their parenting skills in order to promote their children's physical, social and emotional development
  16. Ensure that the views of parents/carers and their children are taken into account in the planning and implementation of support packages
  17. Provide support packages which may include individual and group work with parents/carers
  18. Work alongside parents in a range of settings e.g. family, home, school, work or other venues suited to the nature of the work undertaken
  19. Implement the Early Help Assessment (EHA) (formally known as the Common Assessment Framework or CAF) as a holistic assessment tool that helps identify and assess needs early and look at the family's strengths, needs and goals after considering all aspects of the child's life and environment. (Level 2, Child Wellbeing Model)
  20. Develop parental confidence in dealing with all agencies that affect their child's lives. (Acting as an advocate when necessary)
  21. Ensure parents feel confident to engage with the child's learning by supporting parents to enrol on family learning opportunities such as English for speakers of another language, English, Maths etc.

## Support for Teaching and Learning

- Support pupils access to learning using appropriate strategies, resources etc.
- Work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate
- Implement and coordinate reward systems for whole school
- Monitor and evaluate pupil's responses and progress against action

- plans through observation and planned recording
- Provide objective and accurate feedback and reports as required to other staff on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
  - Manage record keeping systems and processes reporting at weekly VL meetings
  - Take a lead role in the development and implementation of appropriate behaviour management strategies
  - Actively seek information regarding the individual needs of pupils, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich learning
  - Determine the need for, prepare and use support systems, plans and resources to promote emotional health and wellbeing for all pupils

## Support for the school

- Comply with policies and procedures relating to child protection, health & safety, safeguarding (including Operation Encompass, PREVENT, FGM, CME etc.) and confidentiality
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to overall ethos/work/aims of the school
- Maintaining a range of hand written and electronic records (including CPOMs) and data relating to pupil attendance and welfare
- In accordance with the NPCAT Attendance Policy and under the guidance of the Trust Attendance Team, undertake work with parents/carers to help them understand and fulfil their responsibilities to school attendance & punctuality
- In accordance with the NPCAT Attendance Policy and under the guidance of the Trust Attendance Team, undertake attendance/register inspection, making contact with parents/carers when their child is absent.
- Establish constructive relationships and communicate with other agencies/professionals, liaise with appropriate staff, to support achievement and progress of pupils
- Arrange and attend meetings in the interest of the child and family as required including child protection, attendance and Early Help meetings etc.
- Attend regular pastoral meetings with the SLT and report on children causing concern
- Attend network meetings to receive up to date information and network with other professionals in the same field
- Participate in training and other learning activities as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- Be responsible for the provision of lunchtime/breaktime activities within the guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To participate in the agreed performance management cycle
- In accordance with the NPCAT Attendance Policy and under the guidance of the Trust Attendance Team, undertake attendance/registration inspection
- Meeting with parents/carers entering the school to establish relationships and share schools expectations

### Management Responsibility

- Working with Head for Safeguarding and acting as Deputy Safeguard Lead (Child Protection) operate as outlined in 'Keeping Children Safe in Education'.
- Proactively liaising with outside agencies involved in the pastoral care of our young people, e.g. REACH, TYS/Link/Junction
- Leading referrals to outside agencies
- Acting as Lead Professional to provide support to children, families and other professionals
- In accordance with the NPCAT Attendance Policy and under the guidance of the Trust Attendance Team,, undertake attendance/registration inspection supporting school in fulfilling its statutory duties in relation to attendance
- Provide guidance and support for Lunchtime Supervisors
- Liaise between managers/teaching staff/teaching assistants and other staff as appropriate
- Monitor and Comply with accident reporting procedures and administer first aid
- Ensure First Aid procedures are followed.

### Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive

approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of School/Line Manager may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

# Person Specification

Stage	Essential		Desirable	
<b>Relevant Experience</b>	E1	Experience of; <ul style="list-style-type: none"> <li>• Completing referrals to outside agencies</li> <li>• Working with a variety of outside agencies</li> <li>• Leading meetings</li> <li>• Organising and attending CIN (Child in Need) /TAC Team Around the Child) meetings</li> <li>• Working with and support children and families</li> <li>• Pastoral management</li> <li>• Monitoring attendance</li> <li>• Previous employment in/working with schools</li> <li>• Setting up and running nurture groups</li> </ul>		
<b>Education and Training</b>	E2	Basic Awareness	D1	At least five GCSE Grades C and above.
	E3	Training Prevent	D2	L3 or above/experience in an area of children's or social care
	E4	Other relevant training	D3	Willingness to train for delivery of emotional intervention strategies /therapies
			D4	Safeguarding/child protection trained
<b>Special Knowledge &amp; Skills</b>	E5	Ability to relate well to both children, adults and other stakeholders	D5	Awareness of the requirements of children and families with additional needs
	E6	Awareness of Child Protection issues		

<b>Special Requirements</b>	E9	An understanding of the Catholic ethos of NPCAT		
	E10	Willingness to undertake additional training		
	E11	An understanding of safeguarding and child protection requirements		



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form**, a **Recruitment Monitoring Form**, **Rehabilitation of Offenders Form** & **Consent to Obtain References Form** to: [enquiries@stpeters.npcat.org.uk](mailto:enquiries@stpeters.npcat.org.uk)

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

Should you wish to have an informal discussion about the role please telephone school on 01642 453462.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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