



APPLICANT PACK

Trust Careers Advisor

Nicholas Postgate Catholic Academy Trust



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Trust Career Advisor.

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 completed application forms to recruitment@npcat.org.uk by the closing date. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Lisa Lindo, Trust Secondary Leader - Careers and Guidance by email at lindo.l@npcat.org.uk

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

Required:	September 2021
Salary:	Grade H SCP 17-20 (Actual Salary £24,492 - £25,991)
Hours:	37 per week, Whole Time
Contract Type:	Permanent
Location:	Nicholas Postgate Catholic Academy Trust
Requirements:	Postholder will be required to travel to different locations within the Trust Expected attendance at Parents' Evenings and Careers related events/networks

Nicholas Postgate Catholic Academy Trust wishes to appoint a dedicated and highly motivated Trust Careers Advisor to provide impartial careers education, information, advice and guidance to students.


Nicholas Postgate Catholic Academy Trust is a family of 27 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils 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.

The successful candidate will be qualified to a Level 6 in Careers Guidance and have excellent communication and interpersonal skills with a range of stakeholders. There are opportunities for professional development through the Trust's excellent CPD programme.

Please refer to the Job Description and Person Specification for further information regarding this position.

Closing date: Monday 21st June 2021, 12 noon

Interview: Week Commencing Monday 5th July 2021



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: Trust Careers Advisor
Grade: H SCP 17-20
Responsible to: Secondary Schools Trust Careers Leader

Job Purpose

- To contribute to the distinctive nature of our Catholic Academy and help promote the Catholic ethos
- To ensure student entitlement of Careers Education across the curriculum, including impartial information advice and guidance
- To ensure excellence in careers advice and guidance, such that the NPCAT secondary schools continue to meet the Gatsby benchmarks
- To keep adequate records to evidence excellence (in relation to Gatsby and Quality in Career Standards)
- To lead, promote and oversee the PSHE Careers programme of study for all students in accordance with the aims of the designated Academy

Main Responsibilities

General

- To ensure all students access appropriate impartial careers information, advice and guidance
- Plan a systematic and structured careers offer, including careers interviews and follow up for students in Years 9, 11 and 13
- To promote, organise and arrange work experience for all students in Year 10
- To promote, organise and arrange for visitors to the Academy for careers related and post 16/post 18 events
- To support Trinity 6th Form students with UCAS application process
- To promote, organise and arrange the ESH programme for Y10
- To organise visits for students which enhance knowledge of their potential next steps e.g. college visits

- To gather student data as required e.g. NEET information, and respond to need as it identifies
- Share destination measures with all stakeholders
- To lead the development of a programme of study and appropriate resources for the careers strand of the PSHE programme
- Day to day management, control and operation of the careers strand of the PSHE programme, including effective deployment of staff and physical resources
- To actively monitor and evaluate the quality of provision of the careers strand of the PSHE programme
- To develop and implement Trust Career policies and procedures relating to the personal development of all students, specifically in relation to careers advice and guidance
- To support the Academies in the development and delivery of Year activities e.g. Community days, Enterprise days
- To attend meetings both in school time and after school as and when necessary
- To record and present evidence for Quality in Careers status and Gatsby benchmarks
- To liaise with the Trust Head of Careers to ensure the delivery of a high quality and cost effective programme of careers advice and guidance
- To provide NPCAT and the relevant Local Governing Body with information relating to the careers programme and entitlement offer. Liaise with the Link Governor for Careers
- To ensure effective communication/consultation as appropriate with the parents, students, staff and external bodies
- To liaise with a range of external partners, including schools, higher education, industry and other relevant external agencies
- To contribute to the Academy's liaison and marketing activities eg. the collection of materials for press releases
- To promote careers as a strength across the Academy
Take part in the NPCAT Performance Management process
- To play a full part in the life of the Academy community, to support its distinctive ethos and mission and to encourage staff and students to follow this example

Management of Resources

- To maintain up to date records
- To utilise Trust/Academy and department resources in a cost effective manner in support of student learning

Quality Assurance

- To help implement Trust quality assurance procedures and to adhere to those
- To attend regular meetings to assess progress and review developments
- To seek / implement modification and improvement when and where required

Communications

- To recognise own strengths and areas of expertise and use these to advise and support others
- To develop constructive relationships with staff, other agencies and professionals
- To communicate effectively with the parents of students as appropriate (structured conversations)
- Where appropriate, to communicate and cooperate with outside agencies

Marketing and Liaison

- To contribute to the Trust liaison and marketing activities, e.g. the collection of materials for press releases /website etc.
- To make a positive contribution to the marketing of the Academy/Trust and its facilities

Pastoral System


- To ensure the behaviour management system is adhered to in order that effective learning can take place
- To comply and assist with the procedures relating to child protection, confidentiality and data protection
- To support the Academy's pastoral system

Professional Development

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new technologies to the Academy/Trust
- To follow a mutually agreed programme of continuing professional development
- To take an active part in appraising own work against agreed priorities and targets in accordance with the Trust's performance management and supervision arrangements

Other Specific Duties

- To carry out such duties as may be reasonably directed by the Trust Head of Careers



These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the 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	
Qualifications & Training	E1	Maths and English GCSE grade C or above (or equivalent)	D1	Education to at least A level standard (or equivalent)
	E2	Qualified to Level 6 in Careers Guidance	D2	Qualification in relevant discipline eg, education, training, guidance, counselling, youth and community work, health or social service work or work in the voluntary sector
	E3	Commitment to undertake all necessary training and development for the role	D3	Membership of CDI and registration on the professional register
Knowledge & Experience	E4	Knowledge of local economy and labour market	D4	Experience of creation of marketing materials, eg Social Media; Newsletters
	E5	Confidence in speaking with local employers	D5	Experience of bidding for external funding
	E6	Experience of developing employer and provider networks to support and expand Career opportunities		
	E7	Experience of working towards targets and KPIs		
	E8	Experience of face-to-face work with people in a formal or informal setting. E.g. youth work, community programmes direct work with young people and adults		
	E9	A thorough grasp of the issues affecting people particularly the impact of social and economic disadvantage on personal motivation, confidence and progress through education, employment and training		

	E10	To understand the UCAS process, supporting students in Higher education pathways		
Skills	E11	Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning/behavioural difficulties	D6	Developed persuasive, motivational, negotiating and influencing skills
	E12	Proven effective communication skills		
	E13	Have the skills to manage one to one interventions for careers guidance, progression planning and individual support		
	E14	Have the skills to manage groups of students in a learning environment		
	E15	Have the skills to build effective relationships with young people, colleagues and other professionals		
	E16	Be able to use IT systems effectively and confidently to organise workloads, research information and log interventions		
Personal Attributes	E17	Commitment and passion to deliver outstanding Careers services to students, parents and staff		
	E18	Ability to respond to sensitive issues with tact, diplomacy and professionalism		
	E19	Ability to build and sustain effective working relationships		

	E20	A high degree of personal motivation and a positive "can do" attitude		
	E21	Capacity to work to deadlines when managing a range of priorities		
	E22	Willing to participate in development and training opportunities		
	E23	Accept responsibility and use initiative		
Special Requirements	E24	Suitable to work with children/young people		
	E25	Commitment to the Catholic ethos and aims of the Academy Trust		
	E26	Travel regularly between schools within the Multi Academy Trust and attend evening meetings as required		
	E27	An understanding of safeguarding and child protection requirements		



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form**, a **Recruitment Monitoring Form**, a **Rehabilitation of Offenders Form** & **Consent to Obtain References Form** to: recruitment@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.

If you require any additional information about this post, please contact Lisa Lindo, Trust Secondary Leader - Careers and Guidance by email at lindo.l@npcat.org.uk

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.

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.

