



APPLICANT PACK

# Pupil Engagement Officer (PEO)

*Nicholas Postgate Catholic Academy Trust (NPCAT)*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Pupil Engagement Officer.

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.



The Trust is looking to attract candidates of the highest calibre who have a desire to lead on improving and maintaining excellent behaviour in our schools.

This is an exciting role for exceptional candidates with the drive to lead and to enhance standards of behaviour in the school. Although we are a large Trust, we are a relatively young Trust, created in 2018. Therefore, you will be part of a team which will enable you to contribute to school and wider Trust development and practice. This is why the position is exciting. We have made outstanding appointments in the last 18 months both within our schools at senior level and within the Trust central team. This dynamic group, together with established school leaders are leading the way to ensure the quality of education with high standards of pupil behaviour we offer is the best it can be. You will be part of this exciting team to help change the lives of the young people we serve.

We are looking for a leader who can inspire others and demonstrate excellent relationships with pupils yet be fair and firm in the approach to managing pupil behaviours. We are also looking for a leader who has a sense of humour and can adapt and be flexible with any challenges they may face.

In this role, you will be able to demonstrate your experience of implementing a range of effective behaviour strategies to deliver positive behaviour outcomes and lasting impact. This is a wonderful opportunity for individuals with the expertise to lead and influence change in a positive, collaborative way. You will have the diplomacy and versatility to build

connections with a wide range of stakeholders. You will benefit from access to nationally leading CPD programmes through the Trust.

If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Applicants should complete their application forms to the Trust by the **closing date, Friday 2nd July 2021 by 12 noon**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion, please do not hesitate to contact **Mr John O'Boyle** at the Trust on 01642 529200 ext. 7017 or via email at [oboyle.j@npcat.org.uk](mailto:oboyle.j@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.*

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, 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 Connelly, 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 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>	1 September 2021
<b>Salary:</b>	Grade H - I (Actual Salary: £21,607 - £25,296 per annum)
<b>Hours:</b>	37 hours per week, Term Time only plus 2 weeks
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Nicholas Postgate Catholic Academy Trust, Secondary Schools
<b>Responsible to:</b>	Trust Behaviour Lead

The Nicholas Postgate Catholic Academy Trust, a family of 27 schools, 4 of which are secondary, a sixth form college and a teaching school. With more than 9,000 pupils and over 1000 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

We are looking for inspirational and highly effective Pupil Engagement Officers (PEO) who will be based in one of our 4 secondary schools. PEO's will take a lead on ensuring behaviour protocols are effective and consistently delivered within the school environment or identified areas; ensure every child is able to circulate safely throughout the school; and take responsibility for duty points and support and supervise behaviour both within and outside the school on a daily basis to include before school, morning break, lunchtime and after school.

## **CPD opportunities**

Ongoing professional development from within the Trust provides our employees with great opportunities for development and progression. These opportunities will be offered to the successful candidate.

## **The Trust offers:**

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Highly experienced and talented colleagues
- Excellent professional development and progression opportunities across our 27 schools
- Supportive Trust board, governors and parents

Candidates are warmly encouraged to contact the Trust for an informal discussion about the post with Mr John O'Boyle, Head of ITT, CPD and Alternative Education on 01642 529200 ext. 7017 or via email: [oboyle.j@npscat.org](mailto:oboyle.j@npscat.org)

**Closing date: Friday 2nd July 2021, 12 noon**

Application form and further information is available from:  
<https://npscat.org.uk/current-vacancies/>

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.*

# Role Description

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

**Post title:** Pupil Engagement Officer

Based at one of the Secondary schools within the Trust

## **Job Purpose:**

- To contribute effectively to the management of all pupils behaviour and to the achievement of the school's values and beliefs.
- To uphold the vision and aims of the Trust as detailed in the Behaviour Policy and other associated documents.
- To work cooperatively with and in support of all adults in the school.
- To liaise with all Trust Officers, stakeholders, including the local authority where appropriate, in the management of pupil behaviour.
- To work with all pupils in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.

## Main responsibilities

### **Focus of the Role:**

The postholder will:

- Ensure pupils' behaviour is in line with Trust expectation.
- Be an active member of the Pastoral Team.
- Take a lead on ensuring the behaviour protocols are effective and consistently delivered within the school environment or identified areas.
- Provide cover for the Learning Support Centre Manager when required.
- Take responsibility for duty points and support and supervise behaviour both within and outside the school on a daily basis to include before school, morning break, lunchtime and after school.

- Ensure every child will be able to circulate safely throughout the school and ensure this is reinforced by the ongoing and consistent presence of the PEO (Pupil Engagement Officer) on corridors within and between class times.

Provide support for pupils by:

- Monitoring and evaluating appropriate strategies for KS3/KS4 pupil behaviour tracking, target setting and mentoring.
- Providing effective care and guidance for pupils, including for those with SEND, Child Protection issues and Looked After with particular reference to ensuring effective safeguarding protocols are adhered to in a consistent manner.
- Monitoring behaviour, liaising with the School Attendance Case Manager, School Safeguarding Officer, Learning Support Centre Manager, form tutors, teachers and curriculum leaders and SLT and assisting with interviewing pupils and their parents, to encourage cooperation and support.
- Developing and maintaining positive relations with parents, fostering an open culture to encourage active involvement in their education.
- Completing all relevant administrative details on CPOMS and/or ARBOR relating to safeguarding and behaviour.
- Liaising with relevant internal and external staff, to contribute to the effective KS2-3 transfer and the induction of Year 7 or KS4 – Post 16 transfer.
- Using the school's reward system effectively and monitoring pupils' progress, celebrating achievements using assemblies, class visits and parental contact.
- Leading assemblies focused on particular themes and issues to ensure a breadth of suitable experience and exposure to contemporary life.
- Producing useful behavior resources and training to the whole school.
- Providing an opportunity for pupils to have any issues or concerns identified and supported in advance of lessons
- Ensuring a highly visible presence which both reassures pupils and offers support for pupils who find present challenging behaviour at any point of the school day.
- Ensuring all break times will be safe and secure for pupils within recreational zones identified for pre-determined cohorts of pupils.
- Ensuring the pastoral team is supported at lunch time with the deployment of dedicated Enrichment Officers who will assist with the transition into lunch time and transition after lunch as normal time table resumes.
- Ensuring all pupils adhere to recreational zones codes of conduct which may differ given the possible nature of the activity set associated eg: sports/quiet reflection.
- Ensuring all year groups use agreed assembly points prior to return to lessons after any break. The expectation is for all classes to line in an orderly fashion before being permitted to return to the main school buildings.

- Ensuring the end of the school day all pupils exit the school in a safe and secure manner. This may necessitate PEO to be assigned to points beyond the school boundary to transition pedestrian pupils safely into the wider community.
- At the end of each day the pastoral team will meet as a collective and debrief on issues and discuss on-going case management. This provides a safe and secure space for the team to brief SLT, catch up with reports, data input and meet parents among other tasks.
- Ensuring all Safeguarding and CP issues are passed to the designated full time Safeguarding and Wellbeing Officers to ensure the necessary expertise is available on site to support those most vulnerable within our school community.
- Ensuring pupils are greeted to and from the bus in the morning and after school and an update on behaviour taken from the driver.
- Liaising with the Enrichment Officers and arranging cover if anyone is unable to undertake their duty.
- Being aware of, and informing the Enrichment Officers of the emergency procedures.
- Reporting directly to the Assistant Headteachers on issues, concerns and procedures.
- Providing induction training for new Enrichment Officers, including 'shadowing' and First Aid procedures.

Provide support for teachers:

- Liaising with teachers and departments in relation to behaviour and learning of individuals and groups of pupils.
- Promoting teamwork in order to ensure effective working relationships.
- Being responsible for initial parental contact as agreed in relation to persistent pupil behaviour and barriers to learning.
- To monitor, evaluate and review the effectiveness of behaviour protocols across the school.
- Assisting with home school liaison in line with agreed protocol.
- Managing pupil behaviour around the school.
- Providing emergency on call support as required throughout the school day.
- Managing relevant elements of parents' evenings, as agreed with the relevant senior staff.

Provide support for the school by:

- Taking the lead on identified aspects of behaviour for identified year group(s) or House, monitoring their progress and identifying barriers to learning and where intervention may be appropriate.

- Supporting the educational aims and objectives of the school's beliefs and values and to encourage staff and pupils to follow this example.
- Providing reports or information relating to pupil behaviour with detailed actions and proactive solutions as required.
- Inputting to the compilation of reports for Early Help Plans, Pastoral Support Plans, Respite placements and Supported Transfers.
- Supporting the establishment and maintenance of positive relations with parents/carers, support agencies and pupils.
- Attending and contributing to extra-curricular meetings.
- Pro-actively working to ensure successful transition arrangements are in place.
- Forming excellent working relationships with partner schools.
- Adhering to the school's / Trust's policies and procedures.
- Assisting in the production of relevant information as required by the Senior Leadership Team and NPCAT.
- Being aware of confidentiality issues particularly relating to child protection.
- Completing individual training and development and assisting in the training of new members of the team.
- Participating in the Trusts annual Performance Management Review with mutually agreed targets.
- Upholding policy and practice for equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- Organising and accompanying teaching staff and pupils on visits, trips and out of school activities.

#### Quality Assurance:

- Keep up-to-date with Ofsted criteria and judgements associated with behaviour and welfare and outcomes for pupils.
- Help to implement quality procedures and modify and improve procedures where required.
- Contribute to the process of monitoring and evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.

#### Management Information and Administration:

- Maintain Trust approved recording systems that are used to provide evidence of effective behaviour for all staff and parents.
- Provide all relevant information as and when required in a timely and acceptable manner.

#### Communication:

- Maintain effective links throughout the school and with parents.
- Communicate and consult with all staff as needed.
- Promote a positive service to both staff and pupils.
- Communicate and cooperate with internal/external individuals and bodies as appropriate.
- Follow all policies within the school.
- Follow all Trust policies.

#### Marketing and Liaison:

- Contribute to the development of effective, relevant links with external agencies and with our associated schools.
- Develop information for parents/carers on behaviour issues.

#### Management of Resources:

- Contribute with other staff to ensure a sharing and effective use of resources to the benefit of the schools and pupils.
- Attend all CPD as refined by Line Manager or in line with personal development plan.

#### Other Specific Duties:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of 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.

*Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.*

*This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

*The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:*

- (i) Equal Opportunities*
- (ii) Health and Safety*
- (iii) General Data Protection Regulations (2018)*
- (iv) Safeguarding*

# Person Specification

Stage	Essential		Desirable	
<b>Qualifications</b>	E1	Nationally recognised qualifications: minimum of 5 A* – C grades include English and Maths or relevant Level 3 (NVQ) qualification.	D1	Experience of further relevant professional development.
<b>Experience</b>	E2	Successful pupil support and guidance work.		
	E3	Successful and effective delivery on improving pupil behaviour and attendance.		
	E4	Supporting pupils' educational attainment.		
	E5	Partnership working.		
<b>Knowledge and Abilities</b>	E6	The ability to work effectively and sensitively with a range of groups and individuals, whilst pursuing agreed aims.		
	E7	An ability to communicate effectively with a wide range of people and groups.		
	E8	Good degree of skill in communications, verbal and written.		
	E9	The ability to instil and facilitate a culture of calm, ordered and reasoned purpose.		
	E10	Ability to set clearly-articulated goals to track progress of pupils and adapt strategies to achieve them.		
	E11	The ability to use ICT for personal and professional use.		
	E12	Actively promote the vision and beliefs of the school.		

<b>Personal Qualities and Skills</b>	E13	Demonstrate a belief in the role of the school in developing citizens for the future.		
	E14	A strong belief in education which values and encourages learning for life.		
	E15	Strong personal credibility based on high levels of probity and the ability to form effective and mutually respectful interpersonal relationships with a variety of stakeholders.		
	E16	An understanding of and sensitivity towards issues faced by vulnerable young people and their families.		
	E17	A professional approach, particularly with regard to issues of confidentiality.		
	E18	Excellent literacy, numeracy and ICT skills.		
	E19	Proven organisational skills. Ability to work proactively on own initiative and as part of a team.		
	E20	Good analytical and judgemental skills with the ability to adapt and meet others needs.		
	E21	Ability to manage time effectively.		
	E22	Ability to promote a positive school ethos.		
	E23	Ability to remain calm when faced with stressful/difficult situations.		
	E24	A commitment to equality and inclusion and the overcoming of barriers to education.		
	E25	A commitment to promoting the welfare of children and young people in line with the school's Safeguarding Policy.		
	E26	To deal effectively with parents and pupils in the context of complex and		

	E27	contentious issues on behalf of the school. Be willing to work flexibly to meet the demands of the post.		
<b>Professional Skills and Abilities</b>	E28	Professional appearance, conduct and attitude.		
	E29	To be an exemplary leader in dealings with staff, parents, pupils and outside agencies.		
	E30	A committed life-long learner, willing to undertake further training.		
	E31	Empathy with young people.		
	E32	Firm, but approachable manner.		
	E33	Ability to command respect and deal with pupils authoritatively.		
	E34	Ability to deal with pupils in a fair and consistent way.		
<b>Strengthening the Community</b>	E35	The ability to deal calmly with emotionally demanding young people and parents who may exhibit anger, distress or frustration.		
	E36	Support and seek to develop the distinctive ethos of the school.		
	E37	Collaborate and network with other schools.		
	E38	Recognise and take account of the richness and diversity of the school's communities.		
<b>Other Requirements</b>	E39	Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.		
	E40	Application forms should be completed in full.		
	E41	Personal Statement should be clear and concise.		
	E42	Personal Statement should address the criteria identified in the Person Specification.		

	E43	Professional appearance and demeanour. Excellent role model.		
	E44	Working outside of school hours will be required.		
	E45	Ability to meet the travel requirements of the post.		



## 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** to: [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

**Role 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 **Mr John O'Boyle** at the Trust on 01642 529200 ext. 7017 or via email at [oboyle.j@npcat.org.uk](mailto:oboyle.j@npcat.org.uk)

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

*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.*

