



APPLICANT PACK

# Pupil Enrichment Officers

*Nicholas Postgate Catholic Academy Trust (NPCAT)*



# Letter to Applicants

Dear applicant,

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



Applicants should complete their application forms to the Trust by the closing date, **Friday 15th October 2021 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion, please do not hesitate to contact the Headteacher of the school you are applying to.

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 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 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:**

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

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.

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 D SCP 5 (Actual Salary £4,374)
<b>Hours:</b>	10 hours per week, (2 hours per day) Term Time Only
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Trinity Catholic College (Middlesbrough), St Peter's Catholic College (Middlesbrough) <b>or</b> Sacred Heart Catholic Secondary School (Redcar)

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 believe Enrichment Officers have a very important role within our schools and the contribution they make to ensuring every child is both safe and secure in school. Enrichment Officers play a key role in promoting a positive school culture where the care and welfare of the children is valued very highly. Within NPCAT we maintain that children and young people who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

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

**Closing date: Friday 15th October 2021 by 9am**



Candidates may contact the Headteacher for an informal discussion about the post:

**Trinity Catholic College:**

Mrs Louise Dwyer, Headteacher, [dwyer.l@trinity.npcat.org.uk](mailto:dwyer.l@trinity.npcat.org.uk)

**St Peter's Catholic College:**

Mr Michael Burns, Executive Headteacher, [burns.m@stpatricks.npcat.org.uk](mailto:burns.m@stpatricks.npcat.org.uk)

**Sacred Heart Catholic Secondary:**

Dr Patrick Caldwell, Headteacher, [caldwell.p@sacredheart.npcat.org.uk](mailto:caldwell.p@sacredheart.npcat.org.uk)

***Please refer to the back cover of the application pack for details of how to apply for this position. Please indicate your school preference on your application form.***

*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 children and young people and expects all staff to share this commitment.

**Post title:** Pupil Enrichment Officer

**Responsible to:** Trust Behaviour Lead

## **Job Purpose:**

We believe Enrichment Officers have a very important role within our schools and the contribution they make to ensuring every child is both safe and secure in school. Enrichment Officers play a key role in promoting a positive school culture where the care and welfare of the children is valued very highly. Within NPCAT we maintain that children and young people who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn.

## Main responsibilities

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

- Supervising children, encouraging children to behave politely and respecting others during the transition into and out of lunch and during recreational times.
- Managing the children's behaviour, including orderly queuing at the transition from lunch back to class.
- Ensuring children move around the school building in a calm and safe manner.
- Monitoring the playground and designated spaces to make sure pupils are not in unsupervised areas or non designated spaces.
- Monitoring the use of the toilets to ensure they are being used appropriately.
- Making sure all pupils respect themselves and each other, and dealing with any misdemeanours in accordance with the Trust Behaviour Policy.
- Organising and assisting with lunchtime activities as required.
- At the end of lunchtime to assist the Pastoral teams, to line the children up returning the class to the care of their designated teacher.
- Informing the Pupil Engagement Officers of any incidents or accidents that have occurred during the lunch-time break. (this should be recorded).

### **NPCAT Enrichment Officers:**

- Are friendly when approached.
- Show an interest and listen to our young people.

- Give praise frequently – it is more effective than criticism.
- Talk to the pupils in an appropriate manner.
- Are afforded the same respect by pupils that they would a teacher.
- Treat every pupil fairly and equally.
- Treat every pupil with respect. Allow time to listen to what their concerns are.
- Deal with every pupil in a consistent manner.
- Encourage pupils to mix positively with others.
- Develop lunchtime activities.
- Encourage pupil participation in lunchtime activities.
- Support the development of pupils to be considerate and caring.
- Supervisory patrol on the playground.

### **Safeguarding:**

- Understand and implement the school's systems for safeguarding pupils.
- Any discriminatory incidents must be reported to the Pupil Engagement Officer for appropriate actions.
- If a child tells you anything that gives you cause for concern or you see what you consider to be non-accidental injuries, you must inform the Safeguarding Manager immediately and the class teacher.

### **Be aware of, and know the procedures when dealing with:**

1. Pupils leaving the premises without permission.
2. Pupils calling to members of the public through the perimeter fence.
3. A stranger in the playground.
4. Handling, reporting and recording injuries and concerns, particularly to the responsible teacher. Accurate details are important and therefore a necessity to record for the Pupil Engagement Officer.

### **Confidentiality**

- Confidentiality – NEVER discuss anything about children in school with others, any concerns you have should be discussed sensitively with the class teacher or the Pupil Engagement Officer.

## **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*

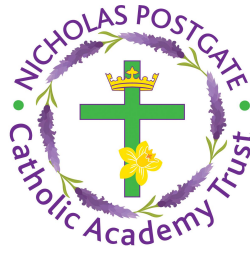
# Person Specification

Stage	Essential		Desirable	
<b>Qualifications</b>	E1	Good numeracy/literacy skills	D1	Experience of further relevant professional development.
	E2	Level 2 qualification for Teaching Assistants or relevant experience		
<b>Experience</b>	E3	Relate to children of secondary school age.	D2	Successful pupil support and guidance work.
	E4	Experience of working with children in play/recreational situations.	D3	Successful and effective delivery on improving pupil behaviour.
			D4	Partnership working.
<b>Knowledge and Abilities</b>	E5	To work effectively and sensitively with a range of pupil groups.		
	E6	An awareness that children need to be kept safe in school at all times.		
	E7	Understanding of the different needs of a child, including emotional and social needs.		
	E8	Communicate effectively, with a wide range of people and groups.		
	E9	Make and maintain good relationships with children and staff.		
	E10	Good communications, verbal and written skills.		
	E11	The ability to instil and facilitate a culture of calm, ordered and reasoned purpose.		
	E12	The ability to use ICT for personal and professional use.		
	E13	An understanding of Health & Safety issues, especially in relation to play and young children.		



<b>Personal Qualities and Skills</b>	E14	A strong belief in education which values and encourages learning for life.	D5	Be willing to work flexibly to meet the demands of the post.
	E15	Genuine passion and a belief in the potential of every child.		
	E16	Enjoy working with children and be able to support and supervise them in a calm, caring and positive manner.		
	E17	Strong personal credibility and the ability to form effective and mutually respectful interpersonal relationships.		
	E18	A professional approach, particularly with regard to issues of confidentiality.		
	E19	Proven organisational skills.		
	E20	Ability to work proactively on own initiative and as part of a team.		
	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 promoting the welfare of pupils in line with the school's Safeguarding Policy.		
<b>Professional Skills and Abilities</b>	E25	Professional appearance, conduct and attitude. Excellent role model.		
	E26	Empathy with young people.		
	E27	Be able to establish firm and consistent boundaries in relation to children's behaviour.		
	E28	Ability to command respect and deal with pupils authoritatively.		
	E29	Ability to deal with pupils in a fair and consistent way.		

	E30	The ability to show a commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity.		
	E31	The ability to deal calmly with emotionally demanding young people and parents who may exhibit anger, distress or frustration.		
	E32	Be flexible and adaptable and able to act on initiative.		
<b>Strengthening the Community</b>	E33	Support and seek to develop the distinctive ethos of the school.		
	E34	Build and maintain effective relationships with pupils.		
<b>Other Requirements</b>	E35	Have a good knowledge, understanding and commitment to the Values of NPCAT		
	E36	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, Recruitment Monitoring Form and Consent to Obtain References** to: [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**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.

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

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