



Director of Secondary Educational Standards

Application Pack



Dear Applicant,

I have the pleasure in enclosing an application pack as requested, for the post of Director of Secondary Educational Standards commencing as soon as possible.

Within the application pack you will find:

- a) Link to the Online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification

Further information about our schools including the most recent OFSTED inspection reports, our Section 48 Inspection reports and our Child Protection Policy can be found on our website: www.npcat.org.uk.

Applicants should complete their application with a supporting statement highlighting in particular, their successes to date and their personal strengths. Any gaps in previous employment must be explained. Please submit applications to the Trust by the **closing date, Monday, 25th March 2019 by 12 noon**.

Applying for the Director of Secondary Educational Standards role will be the start of a journey into the hearts of our wonderful children who will welcome you with the great sense of pride and passion they feel for their schools.

Shortlisting will take place on Tuesday, 26th March 2019 with interviews scheduled for Thursday, 11th April 2019.

Should you wish to visit our schools or arrange an informal telephone discussion in relation to this position please contact Rebecca Chambers, Executive Assistant between 9am and 5pm Monday to Friday on 01642 298100.

As mentioned in the advertisement, an enhanced 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.

Yours sincerely,

Karen Clarke

Head of Human Resources

DEAR APPLICANT

Nicholas Postgate Catholic Academy Trust is a family of 25 schools, a sixth form and teaching school. We offer education from nursery to sixth form with 9,000 students on roll. We have four secondary schools, St. Patrick's Catholic College, Trinity Catholic College & Sixth Form, Sacred Heart Catholic Secondary School and St. Peter's Catholic College.

As a Trust, we work to ensure all of our schools make a significant, positive impact on our pupils and build a strong and supportive culture of effective and targeted CPD. We expect all staff to devote time, energy and resources to develop the schools and colleges in our parishes.

It is essential that we acknowledge that we have a Catholic identity in all our schools and that our schools are unique. We are a caring Trust, dedicated to academic excellence, and the spiritual and moral development of our pupils. We ensure our schools are rich learning environments that allow for the academic, physical and spiritual development of all pupils and where we maximise the levels of achievement.

We are seeking to appoint an outstanding Director of Secondary Educational Standards with a proven track-record of delivering strong educational outcomes. As a member of the strategic leadership team of the Trust you will lead on secondary school improvement and help set the strategic direction of our colleges. You will exemplify the highest standards and be an inspiration to our senior leaders, ensuring excellence is evidenced in all areas.

This is one of the most exciting opportunities in our Trust and I look forward to meeting candidates who see this role as one which matches their ambitions.

Yours sincerely,

Hugh Hegarty

M.Sc. NPQH PGCCGC B.Ed Hons CTC

CEO



NICHOLAS POSTGATE CATHOLIC ACADEMY TRUST



Nicholas Postgate Catholic Academy Trust is made up of 21 primary schools, four secondary schools, a sixth form college and a teaching school.

Four of the Trusts primary schools have been named in the *Sunday Times* top 250, Christ the King, in Thornaby, St. Edward's, in Linthorpe, St. Thérèse of Lisieux in Ingleby Barwick and St. Bedes in Marske-by-the-Sea, which was also named State Primary School of the Year by the paper.

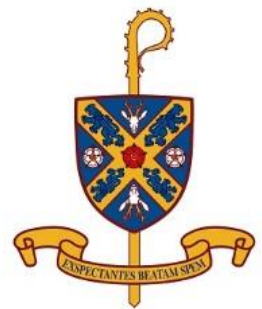
In order to build on the good and outstanding education being delivered across all 21 primary schools it is essential that we progress the standard of teaching and learning, the rates of student progress and the levels of attainment across our four secondary schools. In a matter of months, the Trust has made secure judgements on all four schools. The Director of Secondary Educational Standards will build upon this baseline to embed quality processes and systems holding all four Headteachers to account for the targets set within the school improvement framework of the Trust. Working in partnership, as part of Trust, has a number of key benefits including:

- Rapid dissemination of best-practice across the group – sharing of policies, procedures etc.
- Excellent professional development opportunities, which support the recruitment and retention of staff.
- Training days in common, facilitating high quality CPD.
- Sharing of teachers, expertise and best practice.
- Economies of scale – our Academy Trust can procure “value for money” services for all its Academies.

OUR SCHOOLS INCLUDE:

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| o Corpus Christi Catholic Primary School | o St. Mary's Catholic Primary School |
| o Sacred Heart Catholic Primary School | o St. Gabriel's Catholic Primary School |
| o St. Alphonsus' Catholic Primary School | o St. Paulinus Catholic Primary School |
| o St. Augustine's Catholic Primary School | o St. Bede's Catholic Primary School |
| o St. Bernadette's Catholic Primary School | o St. Pius X Catholic Primary School |
| o St. Clare's Catholic Primary School | o St. Thérèse of Lisieux Catholic Primary School |
| o St. Edward's Catholic Primary School | o St. Benedict's Catholic Primary School |
| o St. Gerard's Catholic Primary School | o St. Joseph's Catholic Primary School |
| o St. Joseph's Catholic Primary School | o St. Patrick's Catholic Primary School |
| o St. Thomas More Catholic Primary School | o Christ the King Catholic Primary School |
| o Trinity Catholic College and Sixth Form | o St. Patrick's Catholic College |
| o St. Margaret Clitherow's Catholic Primary School | o St. Peter's Catholic College |
| | o Sacred Heart Catholic Secondary School |

DIOCESE OF MIDDLESBROUGH



Bishop of Middlesbrough, Terence Drainey, oversees a large and varied Diocese stretching from Redcar and Cleveland to Kingston Upon Hull.

Formed in 1878, the Diocese comprises of the local authority areas which historically formed the North Riding of Yorkshire namely Redcar and Cleveland, parts of Stockton on Tees, Middlesbrough, York, parts of North Yorkshire, parts of East Riding and Kingston upon Hull.

Across the Diocese there are 46 Primary and 8 Secondary Schools and Academies. The smallest of our schools has 88 pupils and the largest 1,500.

28 of our 54 schools have converted to Academy status operating within a Catholic Multi-Academy Trust with their local family of Catholic schools.

The Diocesan Schools Service comprises of the Director of Schools, Kevin Duffy; the Primary RE Adviser, Theresa Laverick; the secondary RE Adviser, Anthony Finnegan. The Diocese provides regular Professional Development opportunities and works closely with its Schools and Academies to provide a world class education for all the children in our care.

DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT



The Diocesan Education Service for the Roman Catholic Diocese of Middlesbrough has agreed the following model statement on equal opportunities in employment, for recommendation to governing bodies

The Board of Directors of the Nicholas Postgate Catholic Academy Trust and the Local Governing Bodies of our schools are committed to ensuring that matters concerning appointments, including promotions, are dealt with in a fair and just manner. Directors and Governors believe that the principle of equal opportunity in selection is consistent with social justice and good personnel practice. This is in keeping with our Catholic aim to recognise the dignity and worth of all who work or apply to work in our organisations.

Our selection processes aim to select the best applicant assessed against the criteria for the post. We are subject to the law of the land and acknowledge our commitment to conducting our affairs in accordance with the law. The governors do not discriminate on grounds of age, sex, race, colour, nationality, ethnic origin or disability.

The Roman Catholic community maintains schools which have, as part of their character, a duty to provide Religious Education and a requirement that those schools be conducted in accordance with the rites, practices and traditions of the Roman Catholic faith. It would therefore be clear that where applicants are equal in qualifications and experience in the context of selection criteria for a post that a Catholic applicant would have an advantage over an applicant not of the Catholic faith in being able to contribute to the mission of the Church in Catholic education. **The posts of Headteacher, Deputy Head and certain other senior posts are reserved for practising Catholics.**

In fulfilling the objectives of Catholic schools, Directors and Governors have regard to matters which are particularly significant in the light of the sacramental teachings of the Church. Catholic teachers by their example and practice are witnesses to the Gospels and to the Church's teachings. The Trust Board would therefore, in line with its responsibilities, reserve the right to take account of circumstances which were genuinely within a person's control and which might include marital status, avowed personal conviction, belief or conduct.

WHY LIVE IN THE NORTH EAST?

The North East is one of the most beautiful, diverse regions in the UK to work and live. With an international reputation for innovation, a mix of modern, cosmopolitan and historic culture the region offers some of the UK's most vibrant cities, quaint villages, outstanding coastlines and stunning countryside. Here are just a few reasons you should live here.....

AFFORDABLE HOMES

The North East boasts some of the lowest house prices in the UK. With the average cost of a detached house at £265,000 compared to £394,000 in England. Whether you are looking for a Victorian terrace, a chocolate box cottage, chic city flat or a spacious new build, detached house you'll be spoilt for choice.

FRIENDLY, PASSIONATE PEOPLE

The North East is famous for its friendliness and hospitality. A region where you'll always find a warm welcome and friendly face.

FANTASTIC ARTS & CULTURE

Across the North East there is an array of museums and art galleries including the BALTIC Centre for Contemporary Art, the Sage, Middlesbrough Institute of Modern Art (MIMA) Beamish Museum, The National Glass Centre as well as two World Heritage Sites Durham Cathedral and Hadrian's Wall.

ENTERTAINMENT AND LEISURE

The region boasts large capacity venues, international music festivals, Michelin star restaurants and a vibrant nightlife. If its sport you are into, the North East plays host to three major football clubs, world class golf, cricket and rugby teams as well as the world's largest half marathon, The Great North Run. Our coastline and countryside also offers a multitude of diving, sailing, walking, hiking and outdoor pursuits to suit even the most active lifestyle.



OUTSTANDING COUNTRYSIDE

Without doubt we have some of the best countryside you'll find in the UK, including the North Yorkshire Moors, Dales as well as the Lake District, Yorkshire, Northumbria and Scotland right on our doorstep. You can travel anywhere in the region within two hours, so even if you choose to live in one of the big cities, you can be out in the countryside or by the sea in less than half an hour.

A REGION SYNONYMOUS WITH INNOVATION

The North East has spawned many brilliant people, ideas, inventions and innovations that are responsible for changing the world, including the first public railway, hydraulics, hydroelectricity and the first incandescent light bulb. Some names of note include William Armstrong, Sir Isaac Lowthian Bell, George Stephenson, Emily Wilding Davison and Captain James Cook through to the modern day Katie Aide, Rowan Atkinson, Tony Blair, Sir Ridley Scott and Sir Bobby Robson CBE.

GREAT SCHOOLS AND UNIVERSITIES

The region boasts the Sunday Times State Primary School of the Year, St Bede's Catholic Primary School, part of the Nicholas Postgate Catholic Academy Trust. Three other NPCAT primaries were named in the Sunday Times top 250 including, Christ the King Catholic Primary School, St. Edward's Catholic Primary School and St. Thérèse of Lisieux Catholic Primary School. The North East has five universities; Newcastle, Northumbria, Sunderland, Teesside and Durham, which consistently ranks amongst the top universities in the world.

STRONG TRANSPORT LINKS

With two major international airports as well as excellent road, rail and sea links, the North East is well connected for commuting or travelling. The A1 provides easy access to Scotland and the North and South of the UK, whilst the A66 and A69 connect directly to the M6 making it easy to reach the Midlands.



JOB DESCRIPTION

Director of Secondary Educational Standards, L34–38 (£89,900 - £99,158) + Assistance with relocation maybe available for the right candidate

JOB PURPOSE

The Director of Secondary Educational Standards will have responsibility for the leadership and performance of the secondary schools within the Nicholas Postgate Catholic Academy Trust (NPCAT) and ensure that the school's leaders receive the appropriate balance of challenge, support and professional development in order to ensure the highest quality of education for all of our pupils.

INTRODUCTION

The term school is used throughout this document to mean all Catholic schools including maintained schools and academies.

All four secondary schools within NPCAT have been designated by the Secretary of State as schools with a religious character. The Trust's Articles of Association states that we are part of the Catholic Church and are to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Middlesbrough. At all times the schools within the Trust are to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

In carrying out his/her duties the Director of Secondary Educational Standards shall consult, when appropriate: the Board of Directors, Local Governing Body, the Diocese, the Local Education Authority, the Headteachers of the schools, the parents of pupils, the parish/es served by the schools and other local Catholic schools.

The Board of Directors and the Diocese acknowledge the importance of the role of the Director of Secondary Educational Standards and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The Trust Board and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Director of Secondary Educational Standards must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service check (DBS).

KEY ACCOUNTABILITIES

Shaping the Future – Trust-wide Direction and Development

- To ensure the vision for each school is aligned with the Trust vision for improving life chances for all
- To develop the vision for each school and strategies for improving education across the Trust, to ensure this vision is clearly articulated, shared, understood and acted upon effectively by Headteachers and each Local Governing Body within Trust schools
- To lead and work with the Standards Officer Team to provide challenge and support to Headteachers to translate the strategies into agreed objectives and operational plans; which will promote and sustain school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate, coach and mentor senior and middle leaders to ensure they create a shared culture and positive climate for all
- Ensure that Trust-wide planning takes account of the diversity, values and experience of the school and its wider community
- Contribute to the development of NPCAT policies and procedures

Leadership of Education

- Responsibility for the design and development of a collaborative leadership model; ensuring clear alignment and collaboration across the schools in the Trust whilst rigorously monitoring progress against the actions required to meet them
- Work in conjunction with the CEO and the Trusts Standards Officers, Central Services Team and Headteachers to establish a shared culture that enables everyone to work collaboratively, share best practice, celebrate success and accept responsibility for outcomes
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Encourage and promote innovation in educational provision through enquiry-led practice, ensuring that the schools can meet changing needs and demands consistent with government guidelines and requirements
- Provide outstanding and collaborative leadership with the ability to forge positive relationships; both internal and external to the Trust in order to promote success and to have high expectations for students of all ages
- Build a sustainable workforce of high quality staff and leaders in close liaison with the teaching school
- A strong commitment to personal and professional development for all staff including themselves
- Enable secondary Headteachers and senior leaders to develop a culture where students feel safe, confident and can attain their maximum educational outcomes
- Build an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students
- To develop the reputation of the schools locally, regionally and nationally
- Ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs principles such as justice, truth, respect and reconciliation are at the heart of its life and work.

OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

CRITERIA FOR APPOINTMENT

(A framework for determining the criteria)

Please note source of evidence of fulfilled criteria:

Application Form (including supporting statement) - A References – R Interview – I Certificate - C

1. CONFIDENTIAL REFERENCES	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships.	D	R
A positive reference from current employer or Headteacher (or most recent employer/Headteacher if not currently employed)	E	R
A positive second professional reference	E	R

2. APPLICATION FORM AND LETTER	Essential or Desirable	Evidence
Application form to be completed in full and legibly	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria (Approx. 1300 words max; font 12;portrait)	E	A

3. QUALITIES AND KNOWLEDGE	Essential or Desirable	Evidence
Practising Catholic	D	A/R
Qualified teacher status	E	A/C
Degree	E	C
Professional development or training undertaken in preparation for leadership	E	A/R/I
Experience of headship or equivalent level of leadership as HMI /Ofsted or local authority school improvement role with proven impact that has raised standards	E	A/R/I
Other leadership and management experience	E	A/R/I
Ability to lead by example and be a positive role of model with excellent with excellent communication skills	E	A/R/I
Ability to articulate a clear vision and purpose for Catholic education	D	A/R/I
Personal impact and presence	E	A/R/I
Demonstrate understanding of the spiritual development of staff and pupils	E	A/R/I
Understanding of current educational provision and the wider school systems	E	A/R/I

4. PUPILS AND STAFF	Essential or Desirable	Evidence
Have ambitious standards and high expectations for all staff and pupils	E	A/R/I
Have excellent understanding of high quality teaching and learning	E	A/R/I
Promote and development of the whole child	E	A/R/I
Use data analysis to effectively drive whole school improvement	E	A/R/I
Encourage all staff to develop their unique potential	E	A/R/I
Identify emerging talent, develop excellence and clear succession planning	E	A/R/I
Demonstrate an understanding of the importance of forging good relationships with parents/carers	E	A/R/I

5. SYSTEMS AND PROCESS	Essential or Desirable	Evidence
Demonstrate effective strategic leadership	E	A/R/I
Demonstrate an understanding of financial management	E	A/R/I
Understanding of safeguarding and ensuring the safety of all staff and pupils at all times	E	A/R/I
Demonstrate the importance of the promotion of excellent behaviour and positive attitudes to school life	E	A/R/I
Demonstrate an understanding of systems for performance management to hold staff to account	E	A/R/I
Demonstrate an ability to address under performance through experience, evidence, and impact	E	A/R/I
Demonstrate an understanding of strong governance to hold the school to account	E	A/R/I
Evidence of advising schools on how budgets and resources are deployed in the best interest of pupils	E	A/R/I
Experience of developing leadership throughout the school	E	A/R/I

6. SELF IMPROVING SCHOOL	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisations	E	A/R/I
Effective partnerships with a range of professionals	E	A/R/I
Use well evidenced research to achieve excellence	E	A/R/I
Involvement in opportunities for high quality staff development	E	A/R/I
Confident and innovative approach to school improvement	E	A/R/I
Source of inspiration and encouragement for all in the school community	E	A/R/I
Evidence of working within a Multi Academy Trust	D	A/R/I

KEY INFORMATION

If you would like to be part of Nicholas Postgate Catholic Academy Trust family, you are welcome to visit us before applying. This can be arranged by contacting Rebecca Chambers, Executive Assistant, between 9am and 5pm Monday to Friday on 01642 298100.

APPLY NOW or for further details, please visit www.npcat.org.uk/current-vacancies

Closing Date: **Noon on Monday, 25th March 2019**

Shortlisting: **Tuesday, 26th March 2019**

Interviews: **Scheduled for Thursday, 11th April 2019**

Applications should be emailed to recruitment@npcat.org.uk or hand delivered to Karen Clarke, Head of Human Resources:

Mrs. K Clarke

Head of Human Resources

Nicholas Postgate Catholic Academy Trust

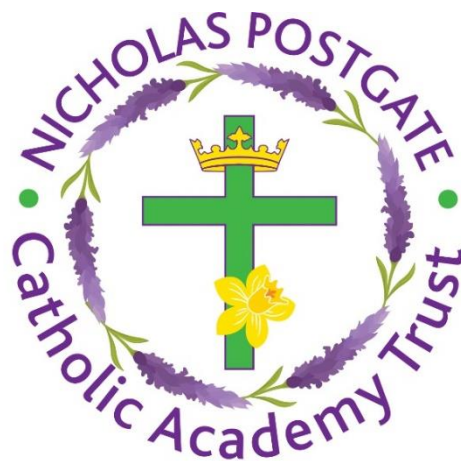
Postgate House

Trinity Catholic College 6th Form

Middlesbrough, TS4 3JW

Thank you for your interest in the post of Director of Secondary Educational Standards at Nicholas Postgate Catholic Academy Trust. We look forward to receiving your application.





Nicholas Postgate Catholic Academy Trust
Postgate House, Trinity Catholic College
Saltersgill Avenue
Middlesbrough
TS4 3JW

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