

APPLICANT PACK

# Trust Executive Head Chef

*Nicholas Postgate Catholic Academy Trust, Middlesbrough*

# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Trust Executive Head Chef.

Within this application pack you will find:

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



Applicants should return their application forms to [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk) by the closing date, Thursday 30th September 2021 by 12 noon. 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 Matthew Laverick on 01642 529200 or via [laverick.m@npcat.org.uk](mailto:laverick.m@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

<b>Required:</b>	As soon as possible
<b>Salary:</b>	Grade N, SCP 37-39 (Actual salary £36,964 - £38,723)
<b>Hours:</b>	37 hours per week, Term Time Only plus 3 weeks
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Nicholas Postgate Catholic Academy Trust, Middlesbrough, TS4 3JP

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.

This is an excellent opportunity for a suitably experienced culinary professional to be part of a team that delivers an overall catering service that is both innovative and dynamic.

You should hold a BTEC HND in professional cookery and have at least 3 years experience in a senior level position. You should also possess exceptional team leadership and management skills and be able to lead and work successfully as part of a team.

**Closing date: Thursday 30th September 2021, 12 noon**

**Shortlisting: Week commencing 4th October 2021**

**Interview: Week commencing 18th October 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 Executive Head Chef

**Grade:** N, SCP 37-39

**Responsible to:** Head of Estates and Facilities

## Job Purpose and Role

NPCAT aims to be a system leading Trust in all aspects of our operations. The outstanding individual appointed to this role will be part of a team that delivers an overall catering service that is both innovative and dynamic and which sets new standards of excellence in the field of education catering.

The core focus of this role is to provide leadership and support to the Trust and its individual schools to ensure that the highest possible standard of food preparation, production and presentation is achieved by our appointed contract partner, whilst working to enhance the overall meal experience and provide support to the wider Trust community and curriculum with a real “hands on approach”.

## Main Responsibilities

- To oversee the timely provision of high quality and optimum quantities of food from the school kitchens, for consumption by students, staff and visitors.
- To lead on facilitating the fostering of good relations between all staff in the school kitchens and respective Trust and school leadership teams; assist in the recruitment and monitoring of kitchen staff performance; ensure that uniforms are worn as appropriate and the “front of house” image in all our schools is of the highest standard.
- Take a proactive role in training and developing skilled kitchen staff to ensure a continual improvement plan of quality and control and a high energy “esprit de corps” is developed throughout the Trust’s catering function.
- To monitor overall contract budgets; take up rates and quality in partnership with the appointed contract partner.
- Provide continuous high support / high challenge to the Trust’s appointed contract partner, including the active participation in monthly monitoring

meetings and half-termly contract review panels with the aim of maximising take up rates by pupils.

- Monitor the overall production of meals produced; check satisfactory storage for food produced and food purchased; ensure appropriate stock rotation; quality assure relevant food safety documentation and food samples.
- Support the implementation of creative, inspiring and varied menus; ensuring that all kitchen staff are capable of delivery to consistently high standards.
- Deliver regular school “showcase” stations where live cooking adds additional variety to an agreed menu at key times throughout the year and in support of key times for pupils such as revision sessions, exam preparation and interventions.
- Provide quality assurance around procedures for ensuring all necessary documentation, administration, controls, and records are in practice and maintained, to include allergens, health & safety, food safety, and any other as requested.
- Ensure contract partner business continuity plans are in place for unprecedented events such as pandemics; snow closure days ensuring contingencies are in place for vulnerable pupils/FSM services.
- Ensure full adherence to all policies and procedures of NPCAT and those specific to the contracted services.
- Encourage the catering teams across different schools to share best practice.
- Act as our catering / food service recognised expert and an enthusiastic ambassador for well sourced, healthy and nutritious food as a direct contribution towards outstanding teaching and learning outcomes.
- Development of effective practice and policy across the service and within the Trust to meet performance outcomes.
- Consider and recommend new products and suppliers to enhance service quality.

## Community, Partnership and Curriculum Working

- In partnership with the appointed contractor partner prepare and deliver basic food knowledge and preparation skills to KS2 pupils through an agreed programme of themed days across the Trust’s primary schools
- Deliver curriculum support for KS3/4 careers events for those pupils interested in a career in hospitality and catering.
- Deliver Sixth Form student masterclasses providing coaching on cooking skills required to live independently while attending further and higher education
- Prepare and deliver a half-termly online blog for NPCAT families on how to cook a nutritious family meal within a budget for broadcasting via NPCAT social media platforms



- Oversee the appointed contractor's catering provision at key whole Trust events and conferences such as the annual Carol Service and whole Trust sports events.
- Work with Trust Leaders, Head Teachers and Trust Business Managers, to promote good relationships and achieve the highest standards of catering and school meal provision.
- Liaise with colleagues as required including internal Communications and Marketing team, Finance, Risk Management, Procurement, suppliers, Environmental Health and professional bodies such as FSA and LACA.
- Be an advocate of timely and relevant communications at all times.

## Health & Safety

- Ensure the strict adherence to the contractor's Food Safety documentation and Health & Safety policies, ensuring the maintaining of a high standard of food hygiene practices within all kitchens at all times.
- Actively support Health and Safety audits and immediately act on non-conformances identified.
- Be a positive advocate for robust Health and Safety across the Trust
- 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.

## Safeguarding, Equality & Diversity

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
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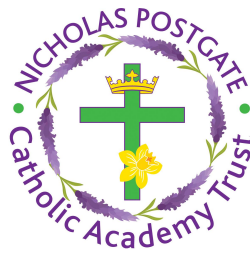
***These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HoE&F may determine.***

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.***

# Person Specification

Stage	Essential		Desirable	
<b>Qualifications &amp; Education</b>	E1	BTEC HND in Professional Cookery	D1	Foundation degree in culinary arts
	E2	Health & Safety and Food Hygiene Certificates		
<b>Experience &amp; Knowledge</b>	E3	Cooking experience with at least 3 years at a senior level	D2	Experience of management over multiple sites
	E4	An understanding of high quality produce and ingredients, including sourcing and accreditation arrangements		
	E5	Experience of writing and refreshing creative and inspiring menus		
	E6	Team Leadership and management experience		
<b>Skills</b>	E7	Be able to lead and work successfully as part of a team and to prioritise workload with minimum supervision	D3	Experience of leading change management and implementation of new systems
	E8	Possess the highest level of interpersonal skills and communicate effectively with contractors, school and Trust members of staff	D4	Competent and confident with the use of producing and uploading social media content
	E9	Relate well to children and adults		
	E10	Lead by example; motivate and inspire members of the wider catering team		
	E11	Be able to use a PC or tablet device		

<b>Personal Attributes</b>	E12	Capacity to work under pressure to tight deadlines when managing a range of priorities		
	E13	Willing to participate in development and training opportunities		
	E14	Accept responsibility and use initiative		
	E15	Be engaging and charismatic		
<b>Special Requirements</b>	E16	Suitable to work with children/young people and an understanding of Trust safeguarding procedures	D5	Be a practising Catholic
	E17	Commitment to the Catholic ethos and aims of the Academy Trust  Travel regularly between schools within NPCAT and attend evening/weekend events as required		



## How to Apply

Application form and further information is available from:

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

Applicants should complete and return a **Support Staff Application Form**, a **Recruitment Monitoring Form**, **Rehabilitation of Offenders Form** & **Consent to Obtain References Form** to: [recruitment@npcat.org.uk](mailto: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 Matthew Laverick, Head of Estates and Facilities on 01642 529200 or [laverick.m@npcat.org.uk](mailto:laverick.m@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.*

