



APPLICANT PACK

# Family & Community Engagement Leader

*Corpus Christi Catholic Primary School, Middlesbrough  
St Gabriel's Catholic Primary School, Middlesbrough*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Family & Community Engagement Leader. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

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.



Applicants should return their application forms to [enquiries@corpus.npcat.org.uk](mailto:enquiries@corpus.npcat.org.uk) by the **closing date, Monday 17th February 2025**. 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 Jess Day, Trust Business Manager at [day.j@npcat.org.uk](mailto:day.j@npcat.org.uk) or 01642 211597.

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

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	Grade G, SCP 12-15 (Actual Salary £20,707 - £21,740)
<b>Hours:</b>	32 hours per week, Term Time Only plus 1 week
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Corpus Christi Catholic Primary School, Cargo Fleet Lane, Middlesbrough, TS3 8NL & St Gabriel's Catholic Primary School, Allendale Road, Ormesby, Middlesbrough, TS7 9LF

Corpus Christi and St Gabriel's are part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With 12,300 pupils and 1,600 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

We are seeking to appoint an inspirational, proactive and highly efficient person to promote family engagement across the two schools.

This role involves working with parents and whole families on a range of educational, vocational and supportive projects. It includes organising curriculum events, coordinating adult education workshops and facilitating community outreach. Responsibilities include fostering strong partnerships and providing clear lines of communication between school, parents, providers and the local community to improve outcomes for all.

## The successful candidate must have:

- Excellent interpersonal and motivational skills
- A commitment to creativity, inclusivity, innovation and growth
- Approachability and ability to engage with families and the wider community
- Ability to plan and execute a range of activities
- Ability to problem solve and resolve challenges faced by parents, carers and families to ensure effective engagement and support
- A commitment to maximising achievement and opportunities for all
- A commitment to continual improvement and enhanced awareness of local services, community organisations, career specialists and local businesses
- A strong commitment to the Catholic ethos of the schools and the promotion of Christian values

## We can offer:

- A welcoming school with a strong Catholic ethos where everyone is valued

- A positive environment for learning throughout the school
- Enthusiastic, considerate and well-behaved children who love to learn
- Highly experienced and talented colleagues
- Supportive parents, parish and governors
- Opportunities for your own continued professional development

**Closing date: Monday 17th February 2025**  
**Interview date: To Be Confirmed**

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:** Family & Community Engagement Leader

**Grade:** G SCP 12-15

## Job Purpose

Working across two schools, the Family Engagement Leader will lead and drive the schools' parent and carer engagement strategy. The role will focus on fostering strong partnerships between the school, parents and carers, providers and the local community to improve outcomes for all.

## Main Responsibilities

### Leadership and Strategy Implementation

- Under the guidance of the school Senior Leadership Team, support the development and implementation of the school's parent and carer engagement strategy in alignment with the school's overall visions and goals.
- Monitor and evaluate the effectiveness of engagement activities, providing recommendations for improvement to the School's Senior Leadership team.
- Work closely with the senior leadership team to align and integrate family engagement strategies with the school's commitment to community, inclusivity, innovation and growth.

### Parent and Carer Engagement

- Foster positive relationships with parents and carers to ensure they are actively involved in their child's learning and development.
- Actively seek to widen the range of options and opportunities that learners and their families see as achievable.
- Provide parents/carers with a supportive learning and education community in which to thrive and grow.
- Under the guidance of senior leaders, organise, promote and facilitate regular parent meetings, workshops, courses and consultations to keep families informed and involved in the educational process.
- Provide parents/carers with a sense of belonging to a shared set of community values, interests and attitudes.

- Provide clear and accessible communication to parents/carers about school events, using a range of methods (newsletters, school apps, social media, meetings)
- Identify, propose and implement strategies to support diverse and inclusive ways to bridge barriers.
- Act as the lead practitioner in using the Early Help Assessment (EHA) to assess needs and coordinate multi-agency support for children and families.

### Supporting Curriculum Events

- Assist in the coordination of curriculum-related events (e.g., curriculum nights, open houses, science fairs) that engage both pupils and their families.
- Collaborate with teachers and school leaders to ensure that these events meet the educational needs of pupils and provide parents with valuable insights into the curriculum.
- Promote educational activities and clear, accessible resources for parents to use at home to strengthen their child's academic development.

### Facilitation of Adult Education and Community Support

- Work with providers to develop and coordinate a range of adult education courses and workshops that support parents/carers in their own personal and professional development.
- Help to promote a culture of lifelong learning and career development by supporting parents/carers in accessing local community resources, training and employment opportunities.

### Community Outreach

- Build partnerships with local community organisations and services, creating opportunities for families to engage with their local community.
- Alongside the Senior Leadership Team, develop initiatives that connect school families to the wider community, including events, local business partnerships, cultural activities, health and social care.
- Facilitate the running and management of the weekly school eco-shop.

### Careers Development

- Collaborate with local businesses, colleges, and career services to provide career advice and guidance to parents and pupils.
- Organise events or workshops that focus on career development, including helping parents to support their children with future career planning and aspirations.
- Work with local employers and career specialists to develop opportunities for pupils and their families.

## Safeguarding, Equality & Diversity and Health & Safety

- **To safeguard and promote the welfare of children and adults 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.**

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

**EMPLOYEES ARE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

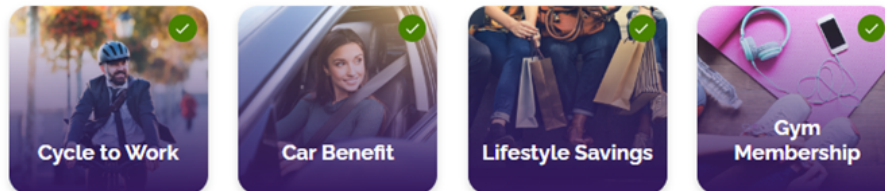
# Person Specification

Stage		Essential		Desirable
<b>Experience/ Knowledge</b>	E1	Knowledge of issues affecting families and parenting needs of children.	D1	Good knowledge of the local community and school.
	E2	Knowledge of available support services and referral routes.	D2	Experience of working with pupils, parents, staff and the local community.
	E3	Awareness of local services and community organisations that support families, including adult education and career development resources.	D3	Experience of multi-agency working, preferably including childcare, health and social care.
			D4	Experience of community/ voluntary/ parent/ partner agency links.
			D5	Confident and knowledgeable about CAF processes.
			D6	Up to date knowledge and understanding of safeguarding matters.
			D7	Knowledge of special educational needs.
<b>Qualifications &amp; Training</b>	E4	Willingness to undertake training.		
	E5	Educational achievement sufficient to support clear reporting & presentation skills.		
<b>Skills &amp; Abilities</b>	E6	Strong leadership and motivational skills to lead and inspire staff, parents, and community members in supporting school and family engagement efforts.		
	E7	Ability to communicate effectively with parents/carers, staff, and external agencies, both verbally and in writing.		
	E8	Ability to work with school staff to identify those families who need support.		



	E9	Ability to engage with families from diverse backgrounds and create a welcoming environment.		
	E10	Able to build relationships with pupils and their families.		
	E11	Ability to deal with difficult situations and/or individuals in a calm, fair but effective manner.		
	E12	Understand different professional roles and perspectives.		
	E13	Ability to plan and execute a range of activities and initiatives, ensuring they are well-coordinated and meet the needs of families.		
	E14	Able to prioritise workload & work to deadlines.		
<b>Personal qualities</b>	E15	Genuinely care for the well-being of children, parents and families.		
	E16	Be approachable and have empathy with people in a range of circumstances.		
	E17	Proactive in resolving challenges faced by parents, carers, and families to ensure effective engagement and support.		
	E18	Ability to work confidentially and flexibly		
<b>Special Requirements</b>	E19	An understanding of the Catholic ethos of NPCAT		

# Why work for us?



The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, 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.

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 offer:

- Competitive pay and annual cost of living adjustment
- Performance-related pay progression and recognition of additional responsibilities
- Defined benefit pensions
- On-site parking at our school premises

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Tusker Car Salary Sacrifice Scheme
- Full wellbeing package

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



## How to Apply

Application form and further information is available from:

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

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [enquiries@corpus.npcat.org.uk](mailto:enquiries@corpus.npcat.org.uk)

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

**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 Jess Day, Trust Business Manager at [day.j@npcat.org.uk](mailto:day.j@npcat.org.uk) or 01642 211597.

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.