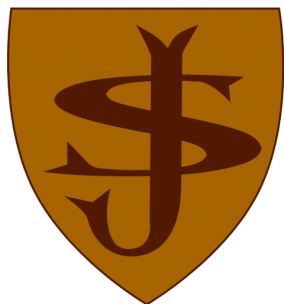




APPLICANT PACK

# Assistant Headteacher

*St Joseph's Catholic Primary School, Middlesbrough*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Assistant Headteacher at St Joseph's Catholic Primary School.

The Trust is looking to attract an Assistant Headteacher of the highest calibre. The successful candidate must have the desire to lead on improving the quality of teaching, learning and all round educational provision at the school.



This is an exciting role for exceptional candidates with the drive to lead and to further enhance standards within St Joseph's. NPCAT is now one of the largest Multi Academy Trusts in the UK.

We have a rich pool of school leaders, lead practitioners and a standards team who really know our schools and the steps required to lead and maintain outstanding provision. You will join this dynamic group of school leaders to ensure the education we offer is the best it can be and help to change the lives of the young people we serve.

We are looking for leaders who can inspire others and demonstrate a record of delivering high pupil outcomes and who 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 improvement strategies. This is a wonderful opportunity for individuals with the expertise to lead and influence change in a positive way and model good practice.

You will have the opportunity to further enhance your leadership with access to our nationally leading CPD programmes. You will also have access to a full suite of employee benefits, resources and wellbeing packages.

## **Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	September 2025
<b>Salary:</b>	L5 - L9 (£54,939 - £60,644)
<b>Hours:</b>	1 FTE
<b>Contract Type:</b>	Permanent
<b>Location:</b>	St Joseph's Catholic Primary School, Marton Road, Middlesbrough, TS4 2NT

St Joseph's is looking for an inspirational and highly effective Assistant Headteacher to join our very successful team.

We offer the opportunity to work in a high quality, vibrant and caring environment where we share a rich vision for our pupils and for the communities in which we work.

St Joseph's Catholic Primary School is part of the Nicholas Postgate Catholic Academy Trust, a family of 38 schools, and two vibrant Sixth Form Colleges. With more than 12,300 pupils and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

## **We are looking for a strong, dynamic and inspirational leader who:**

- Has a commitment to Catholic education and would play an active role in the community of St Joseph's;
- Is an existing Assistant Headteacher or an outstanding middle leader with a proven track record in creating an ambitious curriculum and generating outstanding outcomes for all pupils;
- Promotes high expectations and will help our children to thrive in a culture that builds resilience and instil a sense of pride in what they achieve;
- Is an outstanding classroom practitioner who motivates and inspires children and staff;
- Is creative, forward thinking and has proven experience in leading and managing areas of school development;
- Is an excellent communicator, with good interpersonal and organisational skills, able to confidently deputise for the Head of School;
- Can form a strong partnership with the leadership of the school and other leaders within the Trust;



### **The School offers:**

- A strong, supportive ethos
- Happy, enthusiastic and friendly pupils
- Highly experienced and talented colleagues
- Excellent professional development and progression opportunities across our 38 schools
- Supportive trust board, governors and parents

Candidates are warmly encouraged to contact the school for an informal discussion about the post and/or tour of the school. Please contact the school office on 01642 819252 to arrange this.

**Closing date: Monday 28th April 2025 by 9am**

**Interviews: Wednesday 7th May 2025**

Application form and further information is available from:

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

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 job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document and Diocesan guidelines.

In addition to this, teachers undertake to develop the pupils in the understanding and knowledge of their faith. In all the undertakings, the Mission Statement of the Trust should remain central.

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:** Assistant Headteacher

**Responsible to:** Head of School

**Grade:** Leadership Pay Range L5 - L9

## **Job Purpose:**

The core purpose of the post is to assist the Head of School in leading the school to achieve its strategic plans, develop outstanding, high quality and distinctive provision and implement the school development plan which is underpinned by the vision, ethos and values of NPCAT.

This job description is not a comprehensive definition of the post. It will be reviewed on a regular basis and it may be subject to modification or amendment at any time. The specific roles of the Assistant Headteacher may be adapted.

Reporting to the Head of School, you will support the Trust by:

- Being accountable for the pastoral care in line with the Trust's strategic objectives;
- Ensuring the provision of first-class high quality teaching and learning;
- Ensuring high standards and high expectations from pupils and staff;
- Modelling outstanding practice at all times.

## Main Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

## **Strategic leadership**

- To support and assist the Head of School in leading and managing the school;
- To establish and implement a clear strategic vision and direction for the area of responsibility in line with the priorities of the school development plan and NPCAT strategic objectives;
- To support the Headteacher with self-evaluation, planning and self-review: ensuring high quality assessment systems are in place, which leads to continuous improvement, challenging leadership at all levels
- To implement all Trust and school policies and procedures;
- Role model NPCATs vision, values and Catholic ethos on a daily basis and maintain the highest professional standards;
- Line manage and oversee appraisal for the team you are assigned;
- Facilitate staff training on a range of initiatives relevant to teaching, learning and assessment
- To support the general welfare and progress, both academic and pastoral, of pupils;
- Ensure that safeguarding and child protection are paramount in the roles and awareness of each member of staff;
- To produce reports for a range of stakeholders in the area of responsibility and make explicit impact of actions to further improve outcomes.

## **Leading and Managing staff**

- To be a 'visible' leader, with a whole school presence, who has the ability to relate well to people at all levels
- Establish clear expectations and constructive working relationships among staff involved with the analysis of whole school data through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate with other SLT members.
- To coach and mentor members of staff in order to develop middle leadership skills across all key stages to achieve consistency in teaching, learning and assessment and behaviour.
- To work with the Head of School to ensure that middle leaders are held accountable for the quality of teaching and learning in their curriculum area
- Undertake appraisal reviews and act as reviewer for a group of staff.
- To lead training for staff on areas of responsibility.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

## **Teaching and Learning**

- To undertake a teaching commitment as directed by the Head of School and fulfil normal commitments of a teacher in a school.

- Establish and sustain high-quality, expert teaching across all phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.

### **Pastoral Accountability:**

- To undertake duties as directed and ensure a presence around the site during lessons.
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.
- Ensure high standards of behaviour for learning and drive improvement of whole school behaviour through the behaviour policy ensuring consistent approaches
- To ensure safeguarding procedures are adhered to at all times.
- To monitor and support the overall progress and development of pupils.
- Ensure behaviour management systems are implemented across the school so that effective learning can take place.
- To liaise with pastoral leaders to ensure the implementation of the school's pastoral system.
- To register pupils, and encourage their full attendance to all lessons and registration periods.
- To alert appropriate staff to problems experienced by pupils.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.

### **Safeguarding, Equality & Diversity and Health & Safety**

- 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 Race Equality Scheme.
- To comply with Health and Safety policies, organisations 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.

### **General Duties**

As a member of the leadership team to have a shared responsibility for:

- Promoting, upholding and embedding the Catholic ethos of the school and a culture of all can achieve;

- Contribute to the smooth day to day running of the school supporting staff regarding issues of pupil discipline;
- Participating in and supporting staff in duties;
- Taking collective worship;
- Participating in performance management reviews;
- Leading and managing whole school self-evaluation;
- To represent the school and actively make links with external agencies;
- To attend, contribute to and when required lead meetings at all levels including departmental, whole school and governor;
- Contribute to the maintenance and extension of active and constructive links with parents and members of the wider community;
- Promote and support extra-curriculum provision and the broader life of the school and the community;
- Assist with and when appropriate lead the organisation and administration of the day-to-day, termly and annual routines of the school and special occasions;
- To contribute to the review and writing of school policies.
- To undertake the full range of duties and responsibilities as that of a teacher set out in the School Teachers Pay and Conditions Document;

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**These duties are neither exclusive nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Headteacher/ Head of School may determine.**

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL AND TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.**



# Person Specification

Criteria	Essential	Desirable		
<b>Qualifications Training and Experience</b>	E1	Qualified Teacher Status	D1	Experience of working in a Multi Academy Trust
	E2	Degree or equivalent	D2	Experience of working in more than one primary school
	E3	Successful middle leadership experience leading a subject area, pastoral area, a team or other significant area of school life	D4	Experience of managing change
	E4	Effective leadership and management of a whole school initiative	D5	CCRS/CTC or commitment to obtain the certificate
	E5	Experience of teaching at KS1, 2	D6	Successfully completed NPQSL / working towards this
	E6	Experience of managing a number of people	D7	Experience at Assistant Headteacher or Associate Headteacher level
	E7	Proven record of leading effective professional development	D8	Experience of line managing staff and carrying out their performance management
	E8	Experience and understanding of the current Ofsted framework	D9	To have proven track record for improving standards of achievement and the quality of teaching and learning
<b>Knowledge and Abilities</b>	E9	Good knowledge of the school self-evaluation and the process of school improvement and the ability to contribute to implementation	D10	Effective financial and resource management knowledge
	E10	Instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes		
	E11	Be an excellent classroom practitioner		
	E12	An understanding of recent curriculum developments and the impact on schools		
	E13	An understanding and application of the theory and pedagogy for		

		curriculum and assessment		
	E14	An understanding of how data tracking processes impact on the outcomes of pupils		
	E15	Understand the impact of behaviour and attendance on school improvement		
	E16	To be fully aware of how the DfE and Ofsted use data to assess the performance of schools and how data is to be lead and managed across all departments		
	E17	Communication skills and emotional intelligence to work with a variety of different stakeholders		
	E18	Evidence of seeing new initiatives through to completion and evaluation of their impact		
	E19	To effectively use ICT to enhance the quality of teaching and efficiency of work for individuals, departments and the school		
	E20	An understanding of current educational initiatives and their impact on the school		
	E21	The ability to promote the spiritual, moral and cultural development of pupils		
<b>Personal Qualities</b>	E22	A total commitment to the Catholic ethos of NPCAT		
	E23	A profound commitment to the vision and ethos of the Trust and the maintenance of excellent standards		
	E24	A total commitment to pupils' academic, personal, social and emotional wellbeing		
	E25	Ability to work as and be part of a team and be open to new ideas and initiatives		
	E26	A 'visible' leader, with a whole school presence, who has the ability to relate		

		well to people at all levels		
E27		Ability to be flexible and resilient		
E28		High organisational skills including the ability to prioritise and manage time effectively		
E29		Ability to inspire, challenge, influence and motivate others		
E30		Ability to have corporate responsibility for all decisions made at senior / middle management level		
E31		To uphold and model professional standards		
E32		Have integrity, passion, energy, presence, resilience and patience		
E33		A can do/help/ will do attitude		
E34		Good written and oral communication skills to a range of audiences		



*Forming lives ready to face the future*

## Why work for us?

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

Our geographical reach stretches across Teesside, North Yorkshire and the City of York within the northern area of the Roman Catholic Diocese of Middlesbrough. Our schools offer high-quality education, with a unique set of curricula 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 12,300 pupils, as well as the ongoing development and fulfilment of every one of our 1,500-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. All schools 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**





# The Diocese of Middlesbrough

**NPCAT is one of two 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 Draine 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.

Our schools serve the following parishes:

Brotton, St Anthony of Padua  
Catterick Garrison, St Joan of Arc Garrison  
Guisborough, St Paulinus  
Helmsley, St Mary's  
Ingleby Barwick, St Thérèse of Lisieux  
Leyburn, SS Peter & Paul  
Loftus, St Joseph and Cuthbert  
Malton, SS Leonard & Mary  
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  
Pickering, St Joseph's  
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)  
Richmond, SS Joseph & Francis Xavier  
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  
Ulshaw Bridge, SS Simon & Jude  
Wycliffe, St Mary's  
Yarm, St Mary and Romauld  
York, Our Lady's, Acomb & English Martyrs  
York, St Aelred's  
York, St George's  
York, St Wilfrid's York & St Joseph's Clifton

# Proud to Serve

## Teesside, North Yorkshire & the City of York



**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:

### **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. York is at the cutting edge of artistic innovation, creativity and media arts hosting the York art gallery, Castle Howard with its wonderful gardens to name but a few.

### 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. In the centre of York is the magnificent Minster which is one of the UK's top 50 visitor attractions welcoming hundreds of thousand visitors each year.

### 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.

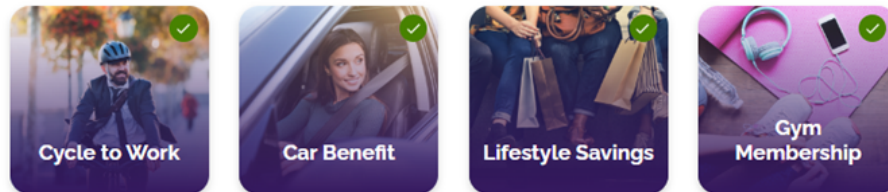
### Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, Teesside University is based in Middlesbrough, York and York St John Universities based in the centre of the city. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald, 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

There are good road and rail links across the Teesside and York areas providing links to the rest of the country. Teesside, Leeds-Bradford and Newcastle airports are also close by with regular flights to Scotland, Jersey, Spain and many other popular holiday destinations across the world.

# 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 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
- Support with parking and subsistence costs where appropriate.

## **Additional benefits include access to:**

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

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 our non-teaching support staff.**

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

A full suite of training packages are available across the Trust some delivered in-house and others via our partnerships for national continuous professional development (CPD) trainers such as Best Practice Network.

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 nationally recognised partners.

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.

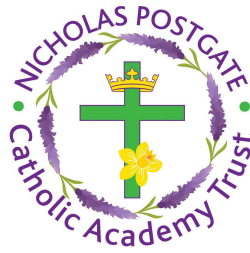
Leaders currently in post engage with Best Practice Network on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

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.

All staff can access training relevant to their 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.



## 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 **Leadership Application Form** and a **Recruitment Monitoring Form** to: [enquiries@stjosephscp.npcat.org.uk](mailto:enquiries@stjosephscp.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 Elizabeth King, Executive Headteacher on 01642 819252.

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.

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