

Applicant information

Deputy Head of College



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Your
choice
Your
future



Welcome

From Head of College



Dear Applicant,

Thank you for your interest in the vacancy at Catcote Futures. We are delighted that you are considering joining our dedicated and passionate team.

Catcote Futures is proud to be part of Hartlepool Aspire Multi-Academy Trust, which currently comprises Catcote Futures (a specialist FE college) and Catcote Academy (supporting secondary and Post-16 students). As a Trust, we operate across eight sites, each offering unique learning and development opportunities for our students, including our employability and community-based training provisions.

At Catcote Futures, we are committed to delivering a high-quality, inclusive, and enriching education that empowers our learners to achieve their full potential. Our staff and trustees have high aspirations for all learners, and we work tirelessly to provide a supportive, engaging, and inspiring environment where personal and academic achievements are celebrated.

If you share our passion for education and making a difference in the lives of young people and adults with SEND, we encourage you to explore this opportunity further. We look forward to receiving your application and the possibility of welcoming you to our team.

If you require any further information or would like to visit the college, please contact us via jobs@catcote.co.uk

Kind Regards,

Gavin Jackson
Head of College

Vision & Mission

Hartlepool Aspire Trust Vision

To be an innovative centre of excellence, providing outstanding, personalised education for all learners

Mission Statement

We are committed to providing an environment where learners are offered every opportunity to maximise their potential, grow in confidence and above all be happy and safe

To achieve this, we will:

- Provide a wide range of personalised learning experiences which are exciting, challenging and accessible to all
- Prepare learners for a meaningful future by promoting independence, resilience and lifelong learning
- Promote tolerance and respect for individual differences, abilities, needs and beliefs
- Create a safe, caring environment in which everyone is healthy, happy and ready to learn
- Foster positive working relationships with parents, multi agency professionals and the local community
- Maintain a culture of vigilance and a commitment to keeping all learners, staff and visitors safe

Focus on
what we
can do



Our Values



We embrace the following core values within Hartlepool Aspire Trust:

- **Aspirational:** We have high aspirations for all and work together to achieve this
- **Safe and Happy:** We have a culture of vigilance and practice being safe at all times
- **Proud:** Focus on what we can do and are proud of achievements and each other
- **Inclusive:** Everyone matters and we celebrate everyone's uniqueness
- **Resilient:** We have strong positive relationships and embed emotional education into daily life
- **Enriching Lives:** We strive to make a difference and enable everyone to live their best adult life



Context

The college caters for Post 19 learners with learning difficulties and associated needs. All learners have either moderate, severe or profound learning difficulties and disabilities.

The specialist FE college primarily works across three pioneering centres – our exciting Learning and Skills Centre in Warren Road and our Employability Training Hubs in the heart of Middleton Grange Shopping Centre and at Throston in Hartlepool. The Trust also operates over the following sites; Catcote Academy on Catcote Road, a sixth form centre on Brierton Lane, Catcote Metro (retail outlet) in Hartlepool Middleton Grange shopping centre, The Vestry (community café) in Christ Church Art Gallery and a Caravan situated in Crimdon Dene Holiday Park.

We are an inclusive community that respects others, champions individuality, and celebrates all achievements. We offer a stimulating, personalised and fulfilling curriculum and firmly believe that our learners deserve as many opportunities and experiences as we can offer to support them in their adult life.

Context

Employee Benefits

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- A strong wellbeing offer that fosters a supportive and positive work environment
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee Assistance Programme including:

- 24/7 GP service
- Nurse support service
- Stress Management
- Maternity and Paternity support
- Physiotherapy
- Bereavement support
- Menopause counselling
- Men's mental wellness support
- Face to face counselling services
- Financial wellbeing coaching
- Access to useful wellbeing resources

Advert

Deputy Head of College
Job Type: Permanent, Full Time
Pay Scale: Leadership Scale Point 3-7
Reference: 2026005

Catcote Futures provides learning for a wide range of students with Learning Difficulties or Disabilities.

We are looking to appoint a suitably qualified and skilled Deputy Head of College to join our highly committed specialist team.

You must be strongly motivated and possess the character needed to work in a demanding and often challenging environment.

Closing date: Thursday 21st May 2026 (12 p.m. Noon)
Interviews: Friday 22nd May 2026
Start Date: 1st September 2026

Completed application forms to be sent to: Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ Or email jobs@catcote.co.uk

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. Application forms can also be found at www.catcotefutures.co.uk/vacancies

Shortlisted candidates will be welcomed to contact the College to arrange a convenient appointment for a guided visit of the facility.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

REHABILITATION OF OFFENDERS ACT 1974 - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

Job Description

Catcote Futures – Deputy Head of College

Grade: Leadership Scale (3-7)

Responsible to: Head of College

Responsible for: Pathway Coordinators and Tutors

Teaching Commitment: 0.5 FTE

Purpose of the Role

The Deputy Head of College will support the Head of College in the effective leadership and management of Catcote Futures, ensuring that the highest possible standards of education, care, and personal development are achieved. They will support the day-to-day functioning of the College, and support driving quality improvement across teaching, learning, and assessment. The Deputy Head will deputise for the Head of College in their absence and play a key role in translating strategic priorities related to Quality of Education into practical implementation across all pathways.

Key Responsibilities

Strategic and Operational Leadership

- Deputise fully for the Head of College in their absence, ensuring the smooth running of all aspects of the provision.
- Work collaboratively with the Head of College to deliver the College's strategic plan, Quality Improvement Plan (QIP), and Self-Assessment Report (SAR).
- Where required lead aspects of operational management of the College, including cover, timetables, staff deployment, and daily decision-making.
- Line manages Tutors and Pathway Coordinators, ensuring clarity of expectations, accountability, and consistency across all pathways.
- Contribute to the development and implementation of college policies, procedures, and systems in line with legal and regulatory requirements.
- Actively promote the College's ethos, vision, and values in all aspects of leadership and practice.

Quality of Education

- Support the Head of College with the consistent delivery of high-quality teaching, learning, and assessment through monitoring, coaching, and evaluation.
- Support Pathway Co-ordinators in improving learner progress, attainment, and outcomes.
- Ensure curriculum intent, implementation, and impact are aligned with the College's mission and statutory requirements.
- Take an active role in internal and external quality assurance processes
- Support the ongoing development and embedding of Recognising and Reporting Progress and achievement (RARPA), Assessing Learner Progress (ALPs), and other learner progress frameworks.
- Budget holder for identified areas.

Staff Development and Performance

- Support the implementation of the College's CPD programme and annual training calendar, ensuring it supports strategic priorities and staff development needs.
- Support the Head of College in the appraisal and performance management of staff, ensuring robust accountability and professional growth.
- Promote a culture of reflective practice, collaboration, and continuous improvement among all staff.
- Contribute to talent management, succession planning, and staff wellbeing initiatives.

Job Description continued...

Data, Reporting, and Accountability

- Produce reports on key performance indicators (attainment and achievement) for the Head of College, Trustees, and Local Authority.
- In collaboration with others, use data to inform strategic and operational decision-making.

Safeguarding and Learner Welfare

- Act as Deputy Designated Safeguarding Lead, ensuring all safeguarding processes and procedures are rigorously implemented.
- Support staff to maintain the highest standards of learner safety, wellbeing, and inclusion.
- Promote and model effective safeguarding practice across all pathways.
- Support the pastoral and personal development provision, ensuring all learners are well supported and prepared for adulthood.

Communication and Partnerships

- Foster effective communication between staff, learners, parents, and external partners.
- Represent the College in external meetings, networks, and professional forums as required.
- Contribute to the promotion and marketing of the College within the community and across the Trust.
- Support the Head of College with stakeholder engagement and partnership development.

Teaching and Curriculum Delivery

- Maintain a teaching commitment to model best practice in teaching and learning.
- Deliver high-quality, inclusive teaching that meets the needs of learners with a range of additional needs.
- Contribute to curriculum development and innovation across pathways.

General Responsibilities

- Uphold and promote the College's commitment to safeguarding, equality, and inclusion.
- Adhere to all College policies and procedures, including Health and Safety and Data Protection.
- Undertake any other duties consistent with the role, as directed by the Head of College.

Person Specification

Deputy Head of College – Essential Criteria			
	Criteria No.	Essential	Stage Identified
Qualifications	E1	Qualified Teacher Status (QTS)	AF,C
	E2	Relevant degree or equivalent professional qualification	AF,C
	E3	Designated Safeguarding Lead (DSL) or willingness to train	AF,C
Experience & Knowledge	E4	Substantial teaching experience	AF,I,R
	E5	Proven experience in idle or senior leadership role	AF,I,R
	E6	Experience in leading quality assurance and improvement initiatives	AF,I,R
	E7	Experience of managing staff and leading teams effectively	AF,I,R
	E8	Experience in working with multi-agency professionals and stakeholders	AF,I,R
	E9	In-depth understanding of curriculum and assessment	AF,I,R
	E10	Knowledge of statutory and inspection requirements (Ofsted Education Inspection Framework)	AF,I,R
Skills and knowledge	E11	Strong understanding of safeguarding and child or adult protection procedures	AF,I,R
	E12	Excellent leadership, organisational, and interpersonal skills	AF,I,R
	E13	Ability to analyse data and use it to inform improvement	AF, I
	E14	Effective communication and report-writing skills	AF,I,R
	E15	Proficient in the use of digital tools for planning, data, and QA	AF,I
Personal Qualities	E16	High levels of integrity, resilience, and professional commitment	AF,I
	E17	Passion for inclusive education and improving life outcomes for learners	AF,I
	E18	A commitment to getting the best outcomes for all learners and promoting the ethos and values of the trust	AF,I
	E19	Ability to inspire, motivate, and empower others	AF,I
	E20	Reflective and self-motivated approach to professional development	AF,I
	E21	Commitment to equality, diversity, and safeguarding	AF,I

Desirable Criteria			
	Criteria No.	Desirable	Stage Identified
Desirable	D1	Leadership and Management qualification (e.g. NPQML / NPQSL or equivalent)	AF,C
	D2	Experience of contributing to or writing strategic plans	AF,I,R
	D3	Experience in supporting learners with SEND and complex needs	AF,I,R

Safeguarding Statement

Catcote Futures is committed to safeguarding and promoting the welfare of all learners and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

AF – Application Form	C – Certificates	I – Interview	R – References	D – DBS Disclosure
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References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so. If this is the case, please contact us to discuss further if you do not consent.

DBS:

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Applicants will be required to complete a self-declaration form prior to interview.

Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure. For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks.

Safeguarding:

Hartlepool Aspire Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and vulnerable adults has a role to play in safeguarding them.

Safer recruitment checks will be carried out including online searches, in order to identify any issues that may need to be explored further at interview.

Referees will be asked for information regarding disciplinary offences and child/adult protection allegations.

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equality:

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure all applicants are provided with the same opportunities during this process and make reasonable adjustments where necessary. Should you require a particular adjustment, please ensure this is raised when confirming your availability to attend an interview.

Hartlepool Aspire Trust is an equal opportunity employer. We want to develop a diverse workforce and we positively welcome applicants from all sections of the community.

How to apply



Visits to the college prior to applying are welcomed. Please contact our HR team via jobs@catcote.co.uk

Application forms and further details are available at: www.catcotefutures.co.uk/vacancies/

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at www.catcotefutures.co.uk/information/policies/privacy-notice-job-applicants/

Please email complete application forms to: jobs@catcote.co.uk or post to: [HR Department, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ](#) by the closing date specified.

Closing date for applications: Thursday 21st May 2026 (12 p.m. Noon)

Interviews will be held: Friday 22nd May 2026

