

Applicant information

Head of College



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Your
choice
Your
future



Welcome

From the CEO



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,
Lisa Greig
CEO

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

Head of College

Job Type: Permanent, Full Time

Pay Scale: Leadership Point 14-18 *pay award pending

Reference: 2025007

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 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: Tuesday 8th July 2025 (9 a.m.)

Interviews: Thursday 10th July and Friday 11th July 2025

Start Date: 1st December 2025

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.

Shortlisted candidates will be welcomed to contact the Academy 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

Job title: Head of College

Salary: Leadership Point 14-18 *pay award pending

Reporting to: CEO and Deputy CEO of the Trust

Responsible for: Middle Leaders, Teachers, Tutors and LSAs

MAIN RESPONSIBILITY

The Head of College, under the direction of the CEO/Deputy CEO, will take a major role in:

- Providing vision, leadership and clear direction for the college to deliver outstanding outcomes for young people and their families
- To monitor progress towards the achievement of the college's strategic objectives and goals
- To ensure excellent learner experience via education, care and therapy which enriches lives
- To be responsible for the quality of education of all learners
- To ensure that the college complies with all relevant legislation, guidance, regulatory requirements and quality standards including establishing policies for achieving these aims and objectives
- To provide professional and operational leadership to all staff, ensuring their continued development
- To promote and safeguard the welfare of learners
- To carry out the role and responsibilities of the DSL for the college

DUTIES/RESPONSIBILITIES:

A. Leadership and Management

- Uphold the college vision, mission, values and culture, in partnership with all internal and external stakeholders
- To report to the board of Trustees, ensuring they have all the information they need to fulfil their governance duties
- To provide leadership of all aspects of education including the curriculum, planning, assessment, tracking and educational target setting for individual learners, and for the college
- To engage in and ensure systematic and rigorous self-evaluation of the work of the college and ensure that effective self-evaluation informs college improvement priorities, the compilation of a SAR and a resulting strategy and development plans
- To contribute effectively to the budget setting process
- To promote and maintain positive relationships with the Local Authority, other placing authorities, families and all agencies that have a relationship with the college, as well as with the local community
- To ensure accurate records of staff and learners, and create and maintain accurate management information systems for the purposes of monitoring progress and reporting. In collaboration with others ensure accurate and timely ILR returns to the DfE
- To ensure readiness for inspection
- To ensure that college policies and procedures are reviewed and adhered to and evidence that they are reflected in the practice within the college

Job Description continued...

B. Curriculum, teaching, learning, assessment and support

- To ensure an appropriate curriculum, creating personalised and outcome focused study programmes, having regard to the needs, aptitudes and interests of the learners, their stages of development and the resources of the college
- To ensure individualised plans for each learner which enables their holistic needs can be met, allowing them to reach their potential and to demonstrate progress
- Ensure there is a robust and effective assessment process
- To monitor, evaluate and review teaching and learning practice and promote continuous improvement of practice
- To ensure a system exists for learners to be involved in decision making, including decisions relating to their own learning programme, and for them to be able to raise issues of concern

C. Safeguarding

- Take responsibility for safeguarding (DSL) adhering to all safeguarding policies and safe recruitment practices
- To provide a safe environment for all staff, learners, visitors and contractors

E. Staffing and staff development

- In collaboration with others manage the recruitment, induction, training, supervision and appraisal of staff. To ensure their development through appropriate delegation, role modelling, distributed leadership
- To maintain, evaluate and ensure good professional standards and values of staff through good performance management and supervision
- To develop an effective management team (middle leaders) within the college with clearly defined areas of delegation of authority and accountability
- To create an inclusive culture, ensuring that all staff are aware of and promote equality, respect diversity and challenge stereotypes to promote the rights of young people.
- To effectively communicate with senior staff, and complete weekly reports for executive team meetings regarding safeguarding and relevant Key Performance Indicators
- To manage their own personal and professional development

The Head of College will be required to safeguard and promote the welfare of learners, and follow trust policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of College will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the CEO.

Head of College – Essential Criteria			
	Criteria No.	Essential	Stage Identified
Qualifications	E1	Qualified Teacher Status (QTS)	AF,C
	E2	Degree or equivalent	AF,C
	E3	Relevant professional development in preparation for a leadership role	AF,C
Experience & Knowledge	E4	Successful leadership and management experience in a school/college/trust for a min of 3 years	AF,I,R
	E5	Teaching experience for a minimum of 10 years	AF,I,R
	E6	Experience in self-evaluation and development planning	AF,I,R
	E7	Proven experience of managing and motivating a team including performance management and line management	AF,I,R
	E8	Proven record of successful leadership in raising standards	AF,I,R
	E9	Experience of deploying staff, organising teams and delegating duties	AF,I,R
	E10	An outstanding teacher who models high quality teaching and learning across a wide range of abilities and subjects	AF,I,R
	E11	Knowledge of ICT and appropriate new technologies to help achieve excellence in teaching and learning. IT literate, capable of using Microsoft office package.	AF,I,R
Skills and knowledge	E12	Strong leadership and management skills	
	E13	Understanding of high-quality teaching, and the ability to model this for others to improve their practice	AF,I,R
	E14	Data analysis skills, and the ability to use data to set targets and identify areas for development	AF, I
	E15	Experience of school/college budget management	AF, I, R
	E16	Excellent communication and interpersonal skills	
	E17	Ability to build effective working relationships	AF,I,R
	E18	Ability to communicate a vision and inspire others	AF,I,R
	E19	Ability to manage challenging behaviour and conflict management with a positive attitude and supportive manner	AF,I,R
	E20	Experienced in collaborating and networking with others including parents, external providers and agencies and the wider community.	AF,I,R
Personal Qualities	E21	A commitment to getting the best outcomes for all learners and promoting the ethos and values of the trust	AF,I
	E22	Ability to work under pressure and priorities effectively	AF,I
	E23	Commitment to maintaining confidentiality at all times	AF,I
	E24	Commitment to safeguarding and equality	AF,I
	E25	Ability to liaise sensitively and effectively with parents and carers	AF,I
	E26	Suitability to work with vulnerable adults, enhanced DBS required	D
Special Requirements	E27	Interest in working with vulnerable adults with learning difficulties to promote their development and educational needs	AF,I
	E28	Ability to form and maintain appropriate effective working relationships and personal boundaries with vulnerable adults	AF,I
	E29	Emotional resilience when faced with challenging behaviour	AF,I
	E30	Demonstrate sensitivity, integrity and enthusiasm when working with all stakeholders	
	E31	A commitment to working as part of the whole college team and supporting the vision and aims of the college	AF,I
	E32	Respect for their social, cultural, linguistic, religious and ethnic backgrounds	AF,I
	E33	Ability to liaise sensitively and effectively with the young people and parents and carers within pastoral role	AF,I
	E34	Suitability to work with children and vulnerable adults, enhanced DBS required with barred list check	D

Person Specification

Head of College – Desirable Criteria			
	Criteria No.	Desirable	Stage Identified
Desirable	D1	Training in Special Needs Education	AF,C
	D2	Leadership and Management qualification	AF,C
	D3	Proven experience of senior leadership	AF,I,R
	D4	Working knowledge of EHC plans	AF,I
	D5	Knowledge of Children & Families Act	AF,I
	D6	Knowledge of SEND Code of Practice	AF,I
	D7	Training in Special Needs Education	AF,C

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: Tuesday 8th July 2025

Interviews will be held: Thursday 10th and Friday 11th July 2025

