



APPLICANT PACK

Learning Support Centre Manager

St Peter's Catholic College

Middlesbrough



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Learning Support Centre Manager. 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@stpeters.npcat.org.uk by the **closing date, Monday 8th September 2025 at 9am**. 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 Victoria Mitchell, Deputy Headteacher Pastoral at mitchell.v@stpeters.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.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£30,060 - £34,314 pro rata (actual salary £13,317 - £15,202)
Hours:	18.5 hours per week, Term Time Only plus 2 weeks
Contract Type:	Permanent
Location:	St Peter's Catholic College, Normanby Road, South Bank, Middlesbrough, TS6 6SP

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.

St Peter's Catholic College is 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.

CPD opportunities Ongoing professional development from within the Trust provides our employees with great opportunities for development and progression. These opportunities will be offered to the successful candidate.

The Trust 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

Closing date: Monday 8th September 2025, 9am

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: Learning Support Centre Manager

Grade: H - I, SCP 17-24

Main responsibilities

Focus of the Role:

The postholder will:

- Be an active member of the Pastoral Team.
- Take a lead on ensuring the Trust agreed school behaviour protocols are effective and consistently delivered within the school environment.
- Act as a gatekeeper in the CSC/Reflect.
- Keep an accurate pupil register within the CSC/Reflect using ARBOR.
- Ensure all pupils attend CSC/Reflect.
- Utilise the MIS system in order to track and intervene with serial internal truants or pupils who are consistently late to lessons.
- Adhere to GDPR and data protection regulations whilst maintaining confidentiality.
- Support the NPCAT behaviour for learning policy by contacting parents/carers to inform them of pupil related matters inclusive of exclusions or suspensions from school.

Provide support for pupils by:

- Monitoring and evaluating appropriate strategies for KS3/KS4 pupil behaviour tracking, target setting and mentoring.
- Providing effective care and guidance for pupils, including for those with SEND, Child Protection issues and Looked After with particular reference to ensuring effective safeguarding protocols are adhered to in a consistent manner.
- Monitoring behaviour, liaising with pupil engagement officers, school attendance case manager, school safeguarding officer, form tutors, teachers and curriculum leaders and SLT and assisting with interviewing pupils and their parents, to encourage cooperation and support.

- Developing and maintaining positive relations with parents/carers, fostering an open culture to encourage active involvement in their education by contacting parents/carers in respect of pupil engagement within the CSC/Reflect setting.
- Upholding and promoting positive behaviour for learning and dealing with issues arising swiftly and effectively, liaising with the wider pastoral team where relevant.
- Recording safeguarding incidents including the production of reports for pupils to contribute to portfolio gathering which includes: completing all relevant administrative details on CPOMS and/or ARBOR relating to safeguarding and behaviour.
- Provide feedback to the Deputy Headteacher and delegated safeguarding leads and or any other person of authority within the school.
- Comply with all relevant legislation and school policy and procedures.
- Undertake additional duties as required by the line manager.
- Ensure a commitment to the highest quality of education.
- Organise, collate and issue Pupil Work Packs.
- Oversee and assist in the organisation and coordination of appropriate work and supervision to all pupils and be responsible for them from 8.00am-4.00pm.
- Contribute to the Vulnerable Learners Panel.
- Ensure risk assessments and reasonable adjustments records are kept and adhered to in collaboration with the Trust.
- To comply with Trust policies and procedures at all times.

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 holders may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from the time to time.

Marketing and Liaison:

- Contribute to the development of effective, relevant links with external agencies and with our associated schools.
- Develop information for parents/carers on behaviour and safeguarding issues.

Management of Resources:

- Contribute with other staff to ensure a sharing and effective use of resources to the benefit of the schools and pupils.

Other Specific Duties:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Head of School/Headteacher to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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 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 Executive Headteacher/Head of School/Line Manager 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.

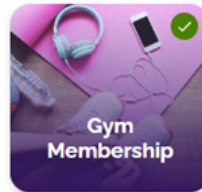
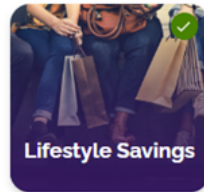
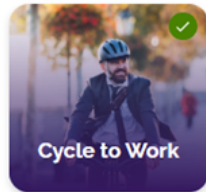
Person Specification

Stage	Essential		Desirable	
Qualifications	E1	Have relevant qualifications and appropriate working experience.	D1	University graduate.
	E2	Have an understanding or willingness to understand the NPCAT School Improvement Framework qualification framework.	D2	Hold or are working towards a teaching qualification.
Knowledge and Understanding	E3	Demonstrate familiarity with the school curriculum, the age related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved.		
	E4	Be able to research the needs associated with challenging behaviours.		
	E5	Can use ICT and other technical equipment effectively to support learning.		
	E6	An understanding of the National Curriculum and other relevant statutory frameworks and guidance.		
	E7	Understanding of the principles of child development and learning processes.		
	E8	Ability to self-evaluate and identify your own CPD opportunities.		
	E9	Ability to relate well to children and adults.		
	E10	Confidence and ability to challenge pupils.		

Personal Qualities and Skills	E11	Work constructively as part of a team, understanding classroom roles and responsibilities in the context of the position.		
	E12	You will be enthusiastic and will enjoy dealing with young people.		
	E13	You will be able to deal sensitively, sympathetically and effectively with pupils who have learning difficulties.		
	E14	You will have excellent communication skills.		
	E15	The ability to stay calm and resolve potential conflicts.		
	E16	You will be willing to understand and adhere to all school policies and procedures.		
Professional Values and Practice	E17	Understand and to demonstrate an understanding of safeguarding within schools.		
	E18	Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.		
	E19	Understand the roles of parents and carers in pupils' Learning/development and demonstrate ability to liaise with parents and carers sensitively and effectively.		
	E20	Able to build and maintain successful relationships with pupils, treating them equitably with respect and consideration.		
	E21	Demonstrate a commitment and ability to raise educational achievement to all pupils and to promote positive values, attitudes and behaviour.		
	E22	Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation		

		and discussion with colleagues, mentors and line-managers.		
	E23	Demonstrate sufficient understanding of a defined specialist area to support pupils' learning and an ability to acquire further knowledge to contribute effectively/confidently to the classes in which they are involved.		

Why work for us?



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 staff.

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
- Annual 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:

- 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.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: enquiries@stpeters.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 Victoria Mitchell on 01642 453462 or mitchell.v@stpeters.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.