



Bishop Hogarth

Catholic Education Trust

Shaping Futures, Fulfilling Dreams

Applicant Information Pack

DEPUTY CHIEF EXECUTIVE OFFICER



35 ACADEMIES
30 Primaries, 5 Secondaries



1,700+
MEMBERS
OF STAFF



80 TRAINEE
TEACHERS

Enrolled with Carmel
Teacher Training
Partnership (CTTP)
each year



11 HUBS &
PARTNERSHIPS

In Partnership with Carmel
Professional Training Centre
(CPTC)



21 OUTSTANDING
Diocesan Inspection Reports



2 NATIONAL
LEADERS OF
EDUCATION
(NLEs)



32 EVIDENCE
LEADS IN
EDUCATION
(ELEs)

10 OUTSTANDING
Academies, Sixth Forms
and Partnerships



Christ at the centre
**Bishop
Hogarth**
Catholic Education Trust
Children at the heart

Letter to Applicants

Dear Applicant,

On behalf of the Bishop Hogarth Catholic Education Trust, I would like to thank you for your interest in this position of Deputy CEO.

This is an exciting opportunity for an inspirational and experienced Catholic leader to join our Trust. In line with the wishes of the Bishop of Hexham & Newcastle, Right Reverend Robert Byrne, the Trust has grown to 35 schools over the last two years. Our geographical region covers the area south of Durham, Hartlepool, Stockton-on-Tees and Darlington.

The successful post-holder will be an outstanding strategic leader, with a proven track record, able to develop and articulate the vision, values and ethos of the Trust and empower others to do the same. The Trust is led by a strong and effective Board of Directors. They provide support and challenge to ensure that excellence is achieved for all children, in a safe environment; allowing them to grow and flourish both spiritually and academically. Christ is at the centre of all that we do: we are therefore, seeking a Deputy CEO who will ensure that Bishop Hogarth Catholic Education Trust continues to be that strong Catholic family of schools where all fulfil their potential.

The successful candidate will have the expertise, vision and determination to make a positive difference to the lives of everyone in that community.

Working alongside myself, the Board of Directors, our dedicated Headteachers, and Local Governors, the successful candidate will provide high quality, tailored support and challenge to ensure that we achieve our vision.

I hope you find all the information to support your application within the pack.

CHIEF EXECUTIVE OFFICER
Mr Mike Shorten, MA (Ed) NLE



Our Virtues, Vision and Values

Our Vision

Our schools will be places of excellence. We provide services to children, their families, and the wider Catholic community. We are a family of schools that enriches the learning and experience of all our young people so they may achieve their full potential.

Our Values

The following values underpin everything the Trust and our Schools will do:

BEING just and responsible:

We seek to act justly, fairly, and responsibly in all our relationships to ensure 'The Common Good' is upheld.

PROMOTING spiritual and human development:

We believe a knowledge of and a personal relationship with Christ gives meaning and purpose to our lives.

ACHIEVING quality in teaching and learning:

We believe everyone should gain dignity and self-worth through quality teaching and learning, which allows all in our school community to excel.

SHOWING respect for every person:

We believe that all are created in the image of God and therefore we will respect the unique and intrinsic value of every person, promoting equality and celebrating diversity.

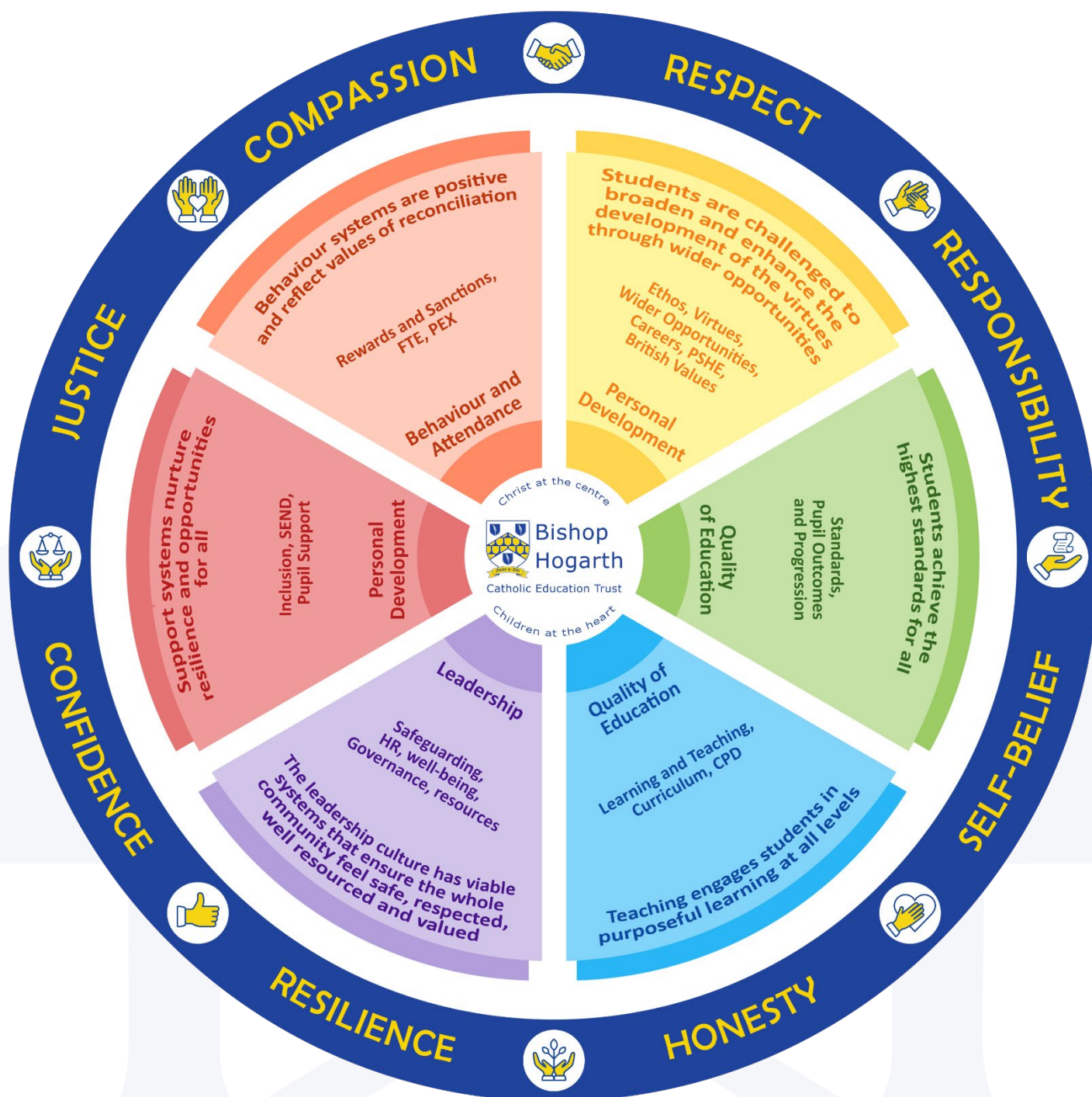
CREATING community:

We believe our schools to be faith communities where Gospel values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need.

COMMUNICATING:

We value the views and opinions of the communities whom we serve and will actively engage and respond.

Our Virtues, Vision and Values





BHCET & The Diocese of Hexham and Newcastle

The Diocese of Hexham and Newcastle was established in 1861 and comprises the counties of Northumberland, Tyne and Wear and County Durham, serving 183 parishes.

There are approximately 56,000 children and young people in the 156 Catholic schools of the Diocese of Hexham and Newcastle. The children and young people in our schools remain the absolute priority.

Bishop Hogarth Catholic Education Trust is one of four multi-academy Trusts responsible for the governance and day-to-day running of schools within the Diocese of Hexham and Newcastle. The Trust has accountability of 35 schools.

The aim of Bishop Hogarth Catholic Education Trust is to provide a practical and moral purpose to the furthering of education, giving strength and a collective responsibility for the educational welfare of pupils in our schools.

All members benefit from the strong ethos and quality governance. The Research School status and strong links with the National College for Teaching and Leadership means that professional development of staff is central to the work of the Trust.

Being members of the trust has formalised the collaboration between schools sharing a vision to provide the best possible outcomes for all our children. This is an exciting time for all the schools involved and we provide a wealth of opportunities for students and staff across the Trust.

We have a centralised model with central services staff working closely in partnership with colleagues in each of our schools. Functions within this service include: Finance, HR, Chaplaincy, IT, Marketing and Communications, Estates, Procurement, Governance and Catering as well as School Improvement Support.



Bishop Hogarth

Catholic Education Trust

Bishop Hogarth Catholic Education Trust has overarching accountability and governance of 35 Academies



Blessed John Duckett
Tow Law
Jenna Ellison



Carmel College
Darlington
Melanie Kane



English Martyrs
Hartlepool
Sara Crawshaw



Holy Family
Darlington
Jane Weatherall



OUR LADY & ST. BEDE
CATHOLIC ACADEMY
Our Lady & St Bede
Stockton
Mo Wilkinson



Our Lady & St Thomas
Crook
Ruth Veitch



Our Lady of the Most Holy Rosary
Billingham
Beverley Tester



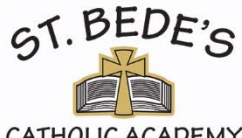
Sacred Heart
Hartlepool
Amanda Howell



St Augustine's
Darlington
Katie Whitehead



St Bede's
Darlington
Pete Norman



St Bede's
Stockton
Bernadette Rizzi-Allan



St Bega's
Hartlepool
Jane Dolphin



St Chad's
Bishop Auckland
Kirsty Evans



St Charles'
Tudhoe
Lisa Thompson



St Cuthbert's
Crook
Michelle McElhone



St Cuthbert's
Hartlepool
Joanne Wilson



St Cuthbert's
Stockton
Sian Parnell



St Gregory's
Stockton
Marie Best



St John's
Bishop Auckland
Lisa Byron



St John the Evangelist
Billingham
Julia Rea



St John Vianney
Hartlepool
John Hardy



St Joseph's
Billingham
Ruth Whyte



St Joseph's
Coundon
Madeleine Brown



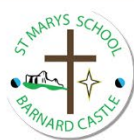
St Joseph's
Hartlepool
Debra Hargreaves



St Joseph's
Newton Aycliffe
Jo Wilson & Michael Tiplady



St Joseph's
Norton
Gill Dowson



St Mary's
Barnard Castle
Lesley Box



St Mary's
Newton Aycliffe
Annette Sowden



St Michael's
Billingham
Helen Keough



St Patrick's
Stockton
Steve Williams



St Paul's
Billingham
Sheena Sinclair



St Teresa's
Darlington
Paula Strachan



St Teresa's
Hartlepool
Jo Bruton



St Wilfrid's
Bishop Auckland
Joanne Sands



St William's
Trimdon
Michael Tiplady

Local Area



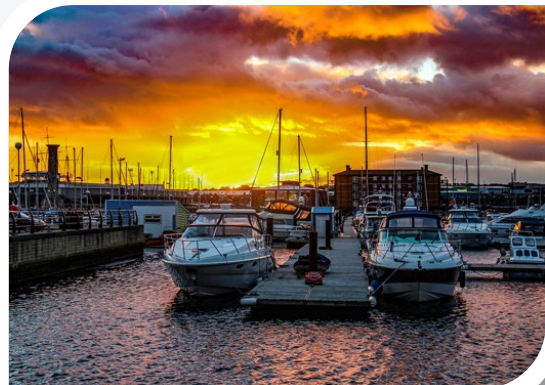
The Northeast of England is a region rich in contemporary culture, historical attractions, World Heritage Sites, and dramatic landscapes, all easily accessible from land, sea, and air.

Throughout the Northeast, the towns, villages, and countryside all have plenty of activities, art, and culture to soak up. Barnard Castle is home to the Bowes Museum. Travel back in time at Hartlepool's Historic Quay with spectacular HMS Trincomalee. Darlington's Head of Steam Museum celebrates this region's history as the birthplace of steam rail, while the Hippodrome Theatre and Hullabaloo are at the forefront of contemporary theatre; in fact, the Hullabaloo is the only dedicated children's theatre outside of London.

The Northeast of England is served by a wide transport network and is one of the most accessible regions within the UK.

This area is also famed for the quality of its further education, with five local, internationally recognised universities, providing excellence opportunities and world class research facilities.

There is a rich heritage and a deep sense of passion and pride for the local area amongst residents. To find out more, see: <https://www.visitnortheastengland.com>



Employee Benefits

We strive to provide an excellent working environment for all of our staff. Here are some of the benefits that we offer:



Wellbeing Services

All employees within Bishop Hogarth Catholic Education Trust have access to wellbeing services, which include: self-referral to counselling, physiotherapy/ MSK services, stress coaching and long covid support.



Cycle to work scheme

All staff can access our cycle to work scheme, which allows them to purchase bikes and accessories as part of a salary sacrifice scheme, saving on tax in the process.



Flexible Working Ambassador School Ethos

Carmel College, one of our member schools, was chosen by the DfE to support schools and teachers in the North of England as a Flexible Working Ambassador School. Benefits range from more flexible approaches to staffing, particularly in terms of teacher retention and staff wellbeing. This school-to-school support and ethos cascades outwards across all our Trust schools.



Pension

The Trust offers two excellent defined benefit pension schemes depending on the type of role undertaken, both of which employees are automatically enrolled into. Teaching staff are eligible to join the Teachers' Pension Scheme while Support staff may join the Local Government Pension Scheme. Further details will be provided on appointment.



Our other offerings to you include:

- The opportunity to join a network of schools with enthusiastic, confident, and happy children.
- A large faith-based community, with a diverse culture of people of all beliefs.
- Excellent collaboration between schools within the Multi Academy Trust.
- Opportunities to learn from a supportive and trusting network of leaders.
- An exceptional team of people to work alongside.
- Opportunities to engage in high quality continuous professional development.

Job Advert

DEPUTY CHIEF EXECUTIVE OFFICER

L33 – L39

£97,256 - £112,601 p.a
Full Time, Permanent

Closing Date:

9th December 2022, 9am

Interview Date:

20th December 2022

Application packs are available from
and should be returned to CEO,
Mr Mike Shorten, MA(Ed) NLE to:

recruitment@BHCET.org.uk

or by post to:

**Bishop Hogarth Catholic Education
Trust, The Headlands,
Darlington,
DL3 8RW**

Bishop Hogarth Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

As an employee of Bishop Hogarth Catholic Education Trust, you may work from time to time in one or more of our Academies.

The Diocese of Hexham and Newcastle and Directors of Bishop Hogarth Catholic Education Trust invite applications for Deputy CEO, to commence Easter 2023.

We are looking for an outstanding, dynamic, innovative, and visionary Catholic leader to lead our Trust of 35 schools by example and with wisdom.

The successful candidate will work alongside the Chief Executive to provide the strategic direction and educational leadership to take our already successful multi-academy trust forward into the future.

We want an inspirational leader who:

- Is a practising Catholic.
- Is a credible Catholic leader.
- Is passionate about improving the life chances of all children and young people.
- Has proven leadership and management skills within diverse and complex organisations.
- Has substantial experience in and an understanding of the education sector.
- Has a proven successful track record of raising standards.
- Will inspire, challenge and encourage staff.
- Will enable every child to reach their highest potential and nurture the spirituality and wellbeing of staff and the community.

We can offer:

- Dedicated staff working across the Trust.
- 86% good or outstanding schools (30 out of 35)
- Supportive and challenging Trust Board of Directors.
- Supportive relationships with Diocese of Hexham & Newcastle.
- A strong support network and an environment that strongly encourages CPD.

Please contact the CEO Mike Shorten for a further discussion with regard to the post on 01325 254525 or email PA Hayley Wooding on hwooding@carmel.bhcet.org.uk

Job Description

Deputy Chief Executive Officer

Post Title:

Deputy Chief Executive Officer

Salary:

L33 – L39

Reporting Relationship:

To the Chief Executive Officer

Job Purpose:

To provide dynamic and strategic direction and leadership across Bishop Hogarth Catholic Education Trust.

Main Duties/Responsibilities

Post holders working to this job description may undertake any of the following main duties and responsibilities.

1. To promote the Catholic ethos and vision of the Trust, ensuring this aligns with the Diocesan ethos and vision, and be able to present it to a wide range of audiences.
2. Uphold the Catholic ethos of the Trust.
3. Along with the CEO, to follow, in line with the Articles of Association, all directions and guidance issued by the Bishop or his appointed representatives.
4. Hold and articulate Catholic doctrine, values and moral purpose, focused on providing a world-class education for all children and young people.
5. To deputise for the CEO when directed and as required.
6. In conjunction with the CEO, be the strategic leader for school improvement, leading on the improving of standards and outcomes for all children and young people across the Trust.
7. As required, support the CEO in ensuring compliance with the requirements of the Master Funding Agreement and Supplemental Funding Agreements for the Trust.
8. In conjunction with the Accounting Officer, oversee the planning of the Trust budget and the deployment of resources across the Trust.



9. Act as an ambassador for the Trust in developing partnerships and links with stakeholders that promotes a positive profile of the Trust.
10. In conjunction with the CEO and COO to be responsible for the strategic leadership, direction and accountability of the central services team.
11. In conjunction with the CEO, to be responsible for the strategic leadership, direction and accountability of the Trust school improvement team.
12. To provide motivational and inspirational leadership at all levels of the organisation.
13. Support the CEO to develop and maintain an effective executive leadership of the Trust.
14. Together with the CEO and headteachers, take a leading role in key plans and documents such as school self evaluation and school improvement plans.
15. Build and maintain strong and effective relationships with parents, staff, directors, governors and parishes across the Trust.
16. Attend director and governor meetings across the Trust as required.
17. To ensure compliance with the Trust Scheme of Delegation.
18. Together with the CEO and headteachers, to be accountable for all aspects of teaching, learning and standards across the Trust.
19. To be responsible for supporting headteachers to enable them to develop a diverse, innovative, inclusive and personalised curriculum offer for all pupils across the the Trust.
20. Together with the CEO and central team, to be responsible for the implementation of all policies across the Trust and ensure they take into account Trust initiatives and the Catholic ethos of the Trust.
21. Be proactive in addressing the priorities of the Trust and in conjunction with headteachers take the lead on teaching and learning within the Trust strategic plan.
22. Alongside the CEO, be responsible for talent spotting and developing a sustainable succession plan for the Trust.
23. Support the CEO with line management responsibility for all headteachers.
24. In conjunction with the CEO, undertake performance appraisal of headteachers in the Trust, with local governing committees.
25. Working with the CEO and senior colleagues, lead the Trust in achieving excellence with a focus on continuous improvement and raising standards.
26. Alongside the CEO and central team, be responsible for meeting the demands of changing legislation, new initiatives and changing practice and ensure its effective implementation.

27. Support the need for effective communication, both internal and external to the Trust, including liaising with the local and national media.
28. To carry out their duties of the post with full regard to the public sector equality duty in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
29. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
30. To safeguard and promote the welfare of children in the Trust, adhering to all specified procedures.
31. Adhere to the relevant GDPR policies as implemented by the Trust.
32. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the Board of Directors may determine.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.



DIOCESE OF **Hexham & Newcastle**
DEPARTMENT FOR EDUCATION

Person Specification

Deputy Chief Executive Officer

Essential Criteria	Criterion No.	Attribute	Stage Identified
QUALIFICATIONS AND EDUCATION	E1	Qualified Teacher Status	A/CC
	E2	Degree/Master's Degree in related discipline	A/CC
	E3	NPQH qualification	A/CC
EXPERIENCE AND KNOWLEDGE	E4	A minimum of 5 years' experience as a senior education leader within an education setting rated by Ofsted as good or better	A/I/R
	E5	Experience of working with a group of schools within the primary, secondary or all through schools in a senior role	A/I/R
	E6	Experience of developing a highly exciting and innovative curriculum, which is personalised to the needs of the whole child	A/I/R
	E7	Experience of managing, developing, inspiring and motivating staff	A/I/R
	E8	Demonstrable success in raising standards and setting challenging targets at Trust and school level	A/I/R
	E9	Experience of supporting the management of significant organisational development and change	A/I/R
	E10	Experience of presenting high quality, strategic information to directors and governors, and supporting their role as a 'critical friend'	A/I/R
	E11	Experience of implementing effective pupil tracking systems to ensure that pupils of all levels of ability achieve their full potential and beyond	A/I/R
SKILLS	E12	Excellent oral and written communication skills with an ability to negotiate at all levels	A/I/P
	E13	Be E-confident and able to understand and sell the benefits of ICT and future technology in an educational context	A/I/P
	E14	Ability to set appropriate targets for the improvement of school performance and how to establish, monitor and evaluate an action plan in relation to those targets	A/I/P



	E15	Ability to interpret and implement new legislation, policies and directives	A/I/P
	E16	Ability to analyse information from a wide variety of sources and solve complex problems	A/I
	E17	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	A/I/P
PERSONAL ATTRIBUTES	E18	Practising Catholic	A/I/R
	E19	High personal standards of integrity and probity	A/I
	E20	Enthusiasm, vision, drive, adaptability and resilience	A/I/R
	E21	Be confident, positive and approachable	A/I/P
	E22	Be able to secure the loyalty and confidence of pupil, staff, parents, directors, governors and others	A/I/R
	E23	Have consideration of the views of others	A/I/P
	E24	Advocate a sound educational philosophy, with the ability to translate into practice	A/I/P
	E25	Ability to create a learning culture within the organisation which is recognised by staff, pupils and parents	A/I/R
	E26	Commitment to own and others' personal development	A/I
	E27	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community including with the Diocese, local authority, Department for Education, external partners	A/I/R
	E28	Evidence of being a high profile, inspirational leader	A/I/R
	E29	Emotional resilience in working with children and adults	A/I/R
	E30	High degree of motivation for working with children and young people	A/I/R
	E31	Be able to understand and develop your own emotional intelligence	A/I/R
SPECIAL REQUIREMENTS	E32	Be able and willing to work outside normal hours in order to meet the demands of the role	A/I
	E33	Suitable to work with children	D



Desirable Criteria	Criterion No.	Attribute	Stage Identified
QUALIFICATIONS AND EDUCATION	D1	Recognised management qualification	A/CC
	D2	CCRS or equivalent	A/CC
EXPERIENCE AND KNOWLEDGE	D3	Experience of leading in a multi academy trust or similar organisation	A/I/R

KEY – STAGE IDENTIFIED	
A	Application Form
CC	Checking Certificates
D	Disclosure
P	Presentation
I	Interview
R	References
CC	Checking Certificates



DIOCESE OF **Hexham & Newcastle**
DEPARTMENT FOR EDUCATION

How to apply

Application forms and supporting documents can be found on bhcet.org.uk/vacancies

Collective Agreements

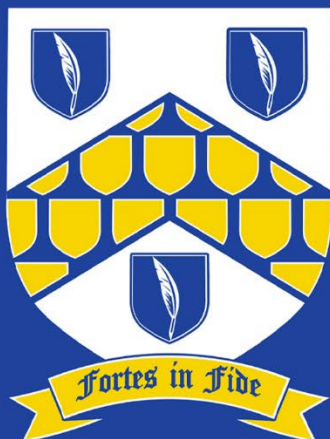
The conditions applicable to your post are those contained in the school teachers' pay and conditions document and the conditions of service for school teachers in England and Wales ('The Burgundy Book') and in other relevant documents which are issued nationally from time to time.

General

The successful candidate will be required to complete a medical form and required to provide proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996, before employment may commence.

An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.

Shaping Futures, Fulfilling Dreams



Bishop Hogarth Catholic Education Trust

c/o Carmel College
The Headlands
Darlington
Co. Durham
DL3 8RW

Telephone: (01325) 254525



www.bhcet.org.uk