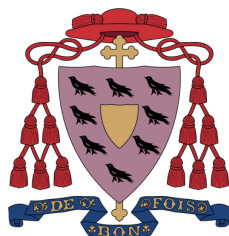
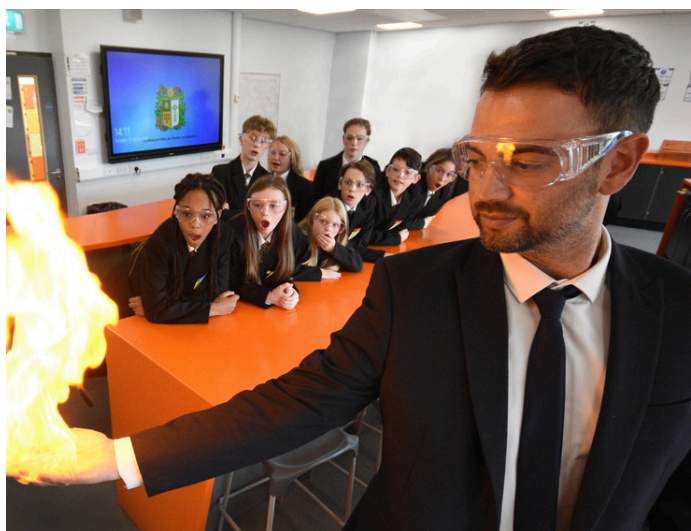


# Applicant Information Pack



**Bishop Chadwick**  
Catholic Education Trust



**Deputy Headteacher**  
St. Wilfrid's R.C. College

# Welcome

Dear Applicant

Thank you for the interest you have shown in our Trust.

The community of Bishop Chadwick Catholic Education Trust is a living body made up of many parts. Our academies work collaboratively as we seek to achieve cohesion without uniformity, understanding that each one is a unique community. Schools are at the heart of communities and our academies provide the opportunity to achieve academic excellence, contribute hugely to the development of our communities and show the face of Christ to all.

Our Trust passionately believes that every person should have the opportunity to become the best version of the themselves and by working in partnership we can achieve great things. Working as part of the central team or in one of our schools you will be an integral part of our Trust and we hope we will provide you with the support, professional development and other tools to allow you to flourish in your chosen role.

I hope you will take the opportunity find out more about us via our website [www.bccet.org.uk](http://www.bccet.org.uk).

I welcome you to contact the team if you have any questions or queries, details for which can be found in the supporting information section of this pack. This is an important role within our Trust to work as a team to create **Better Schools, Better Communities and Better Futures in Christ**.

I look forward to reading your application.

**Mr Brendan Tapping OBE**  
Chief Executive Officer





# About us

## Our Schools

English Martyrs Catholic Primary  
Our Lady of Lourdes Catholic Primary  
Our Lady of the Rosary Catholic Primary  
Our Lady Star of the Sea Catholic Primary  
SS Peter and Paul Catholic Primary  
St. Aidan's Catholic Academy  
St. Aloysius' Catholic Juniors  
St. Aloysius' Catholic Infants  
St. Anthony's Girls' Catholic Academy  
St. Bede's Catholic Academy, South Shields  
St. Bede's Catholic Primary, Jarrow  
St. Bede's Catholic School & Byron Sixth Form  
St. Cuthbert's Catholic Primary, Sunderland  
St. Cuthbert's Catholic Primary, Seaham  
St. Godric's Catholic Primary  
St. Gregory's Catholic Primary

St. James' Catholic Primary  
St. John Bosco Catholic Primary  
St. Joseph's Catholic Primary, Millfield  
St. Joseph's Catholic Primary, Blackhall  
St. Joseph's Catholic Academy, Hebburn  
St. Joseph's Catholic Primary, Jarrow  
St. Leonard's Catholic Primary  
St. Mary's Catholic Primary, Sunderland  
St. Mary's Catholic Primary, Jarrow  
St. Mary's Catholic Primary, Wingate  
St. Mary Magdalen Primary  
St. Matthew's Catholic Primary  
St. Oswald's Catholic Primary  
St. Patrick's Catholic Primary  
St. Wilfrid's RC College

## Working for us

Bishop Chadwick Catholic Education Trust is a great place to work. We have fantastic pupils and all our staff are the best in their field so you will be working with colleagues who are dedicated, professional and passionate. We strive to be the employer of choice in the region and offer a wide range of benefits for our staff. We are keen to embrace improvements to working practices and are committed to exploring flexible working options for our staff.



**Competitive Salaries**



**Workload Charter**



**Generous pension schemes  
(Teachers/Local Government)**



**All employees can access counselling  
and flu immunisation vouchers**



**High quality professional  
development opportunities**



**Commitment to national T&C's for all staff  
in line with the Bishop's memorandum of  
understanding for Catholic Schools.**



**Career progression  
opportunities across the Trust**



**Real Living Wage paid as minimum**



**Better Schools**



**Better Communities**



**Better Futures in Christ**

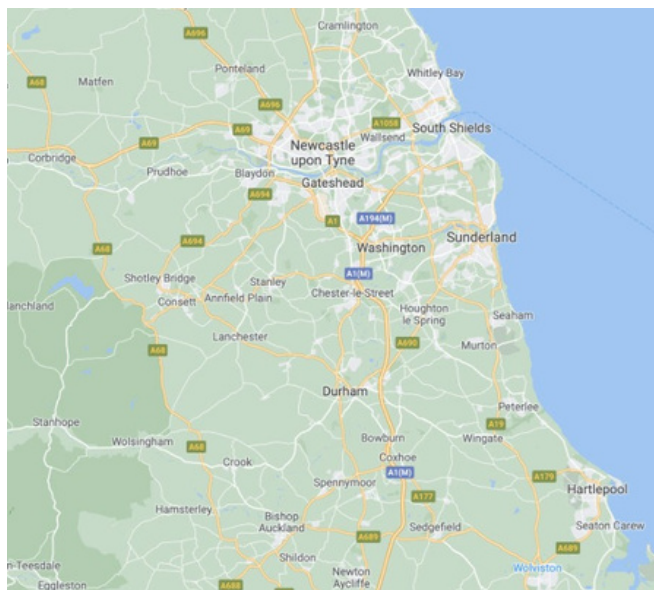
[www.bccet.org.uk](http://www.bccet.org.uk)

# About us

## Our Trust

Our Trust is rooted in the Catholic faith. Our Trust's community lives by Gospel values and takes inspiration from our historical links to Northern Saints, the Sisters of Mercy, the Christian Brothers and Bishop Chadwick.

Working in partnership with the [Diocese of Hexham and Newcastle](#), our parishes, the Local Authorities in which our schools are located and our communities, we will help to make the areas we serve to be better places to live and work.



Our Trust includes both primary and secondary schools serving the communities of East Durham, South Tyneside and Sunderland along the A19 corridor. Our schools are based in the towns and villages of East Durham; the metropolitan borough of South Tyneside; and the city of Sunderland.

## Our Aim

The aim of Bishop Chadwick Catholic Education Trust is to provide an outstanding education for all pupils attending schools within the Trust.

## Our Vision

As a family of schools inspired by Christ, we aim to enable each individual to fulfil their God given potential. Excellence for everyone through learning, respect and partnership is at the heart of our Trust.

## Our Values

**Gifts** - Support and encourage all members to enable them to fulfil their potential.

**Respect** - Created in the image of Christ and treated with equity and fairness.

**Aspiration** - Supporting people to be the best they can, ensuring every individual's needs are met.

**Celebration** - Recognition and acknowledgement of all our successes.

**Community** - One spirit, one community, one team.

**Excellence** - Achieve excellence in everything we do.



## Our Behaviours

At the heart of our Trust are our people – passionate, professional, dedicated staff, pupils and volunteers in all areas of our Trust. We have considered our values at both Trust and school levels and have collaborated to develop our Behaviours Framework.

Collectively and individually, we are all on a journey, we accompany each other as colleagues and professionals, we look to each other for support and challenge, while constantly striving to be the best version of ourselves. We accept that none of us are perfect, we all make mistakes, and we understand that learning from these helps us to grow.

Our Behaviours Framework provides shared behaviours, which are aligned to our shared values and provide us with a set of clear commitments about the way we will aim to work and interact with each other, so we can effectively collaborate, both with one another and across our communities. We are committed to forming people of good character, this links to our character framework for pupils which is underpinned by the same Christian virtues and gospel values as our behaviours framework.

They help us all to be the best versions of ourselves and creates environments where everyone we can thrive. Our Behaviours will enable us to achieve our shared mission – Better Schools, Better Communities, Better futures in Christ. We have one vision, and we are one team, united as one family for the benefit of all, using our God given talents to provide a high-quality education for all our pupils.

The development of our behaviour's framework is a journey, we will continue to refine our behaviours, ensuring everyone has the opportunity to provide input, so that our behaviours are owned and shared by everyone right across our Trust.

<b>Empower and encourage</b>	 We encourage and empower everyone to nurture and use their individual God given gifts.
<b>Embrace individual uniqueness</b>	 We treat everyone fairly and consistently (as they would like to be treated themselves).
<b>Care, nurture, inspire</b>	 We inspire and nurture each other and enable everyone to be the best they can be.
<b>Welcome and serve</b>	 We build and stewards of our communities to be the best places they can be.
<b>Value and appreciate</b>	 We create an environment where everyone's contributions can be valued and appreciated.
<b>Take Ownership</b>	 We take ownership, set realistic yet challenging expectations, and inspire each other to deliver great results.

# Supporting Information - non-teaching roles

## How to apply

Emailed application forms are required and CV's will not be accepted. Application forms should be submitted to [recruitment@st-wilfrids.org](mailto:recruitment@st-wilfrids.org) by the published deadline.

## Selection process

Details of interview requirements will be shared after closing date.

## Salary

Salary information for the post will be on the advert. You will be paid monthly on the 25th of each month.

## Pension

On joining the Trust you will automatically be included into the Local Government Pension Scheme (LGPS) unless you are employed on a contract for less than 3 months. If you are already a member of the LGPS pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary.

## Medical Clearance

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

## Annual Leave

For non-term time only support staff (those working a full year), your annual leave entitlement will be 26 days if you have less than 5 years continuous service or 31 days if you have more than 5 years continuous service. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement. Annual leave is to be taken during school closure periods. There is a requirement to use annual leave from your entitlement to cover the two week school closure period over Christmas and New Year (minus the bank holidays).

## Probation

If you are a new entrant to the Trust your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

## Notice: Senior Executive Staff

For support staff, the minimum period of notice you must give the Trust depends upon the grade for your post and will be set out in your contract of employment. The standard notice period is 1 month. Employees paid Spinal Column Point 33 or above are required to provide 3 months notice.

## Terms and Conditions

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services / Teachers' Pay and Conditions Document.

## Queries/Visits

Visits to the school or informal discussions with the Headteacher can be arranged by emailing [admin@st-wilfrids.org](mailto:admin@st-wilfrids.org).

## General

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.



## How to apply

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## Selection process

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## Salary

Salary information for the post is shown on the advert. You will be paid monthly on the 25th of each month.

## Pension

On joining the Trust you will automatically be included into the Teachers' Pensions Scheme (TPS) unless you are employed on a contract for less than 3 months. If you are already a member of the TPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary.

## Medical Clearance

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

## Notice Periods

### Teaching Staff

- to leave by 31 December, notice must be given before 31 October;
- to leave by 30 April, notice must be given before 28 February;
- to leave by 31 August, notice must be given before 31 May.

## Headteachers

- to leave by 31 December, notice must be given before by 30 September,
- to leave by 30 April, notice must be given before 31 January,
- to leave by 31 August, notice must be given before 30 April.

## Terms and Conditions

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services / Teachers' Pay and Conditions Document.

## Queries/Visits

Visits to the school or informal discussions with the Headteacher can be arranged by emailing [admin@st-wilfrids.org](mailto:admin@st-wilfrids.org)

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