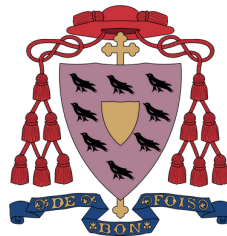
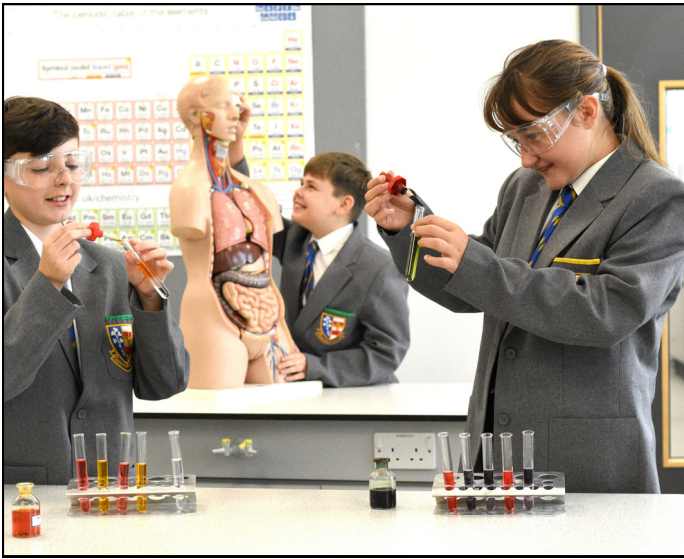


Applicant Information Pack



Bishop Chadwick
Catholic Education Trust

Headteacher
St. Joseph's Catholic Academy, Hebburn



Welcome

Dear applicant

Thank you for the interest you have shown in the post of Headteacher at St. Joseph's Catholic Academy, Hebburn, part of the Bishop Chadwick Catholic Education Trust.

The Trust is looking for a Headteacher who will continue the journey of St. Joseph's where the staff and students pride themselves on striving for excellence in all that they do. The successful candidate will have the ambition, drive and expertise to ensure that St. Joseph's continues to thrive as a Catholic Community, which provides outstanding pastoral care, excellent teaching and high quality learning on a daily basis to educate the "whole child" fully prepared to take their place successfully in the wider world.

The community of Bishop Chadwick Catholic Education Trust is a living body made up of many parts. The Headteacher will have the opportunity to be a part of a dynamic Trust which operates with the philosophy of "One body, 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 themselves and by working in partnership we can achieve great things.

This is an exciting opportunity for the right leader to join St. Joseph's on the next phase of its journey and work as a team within the Trust to create Better Schools, Better Communities and Better Futures in Christ.

We look forward to receiving your application.



Mr Brendan Tapping
Chief Executive Officer



About us

Our Schools

English Martyrs Catholic Primary
Our Lady of Lourdes Catholic Primary
Our Lady of the Rosary 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 students 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.

Competitive Salaries 	Generous pension schemes (Teachers/Local Government) 	High quality professional development opportunities 	Career progression opportunities across the Trust 
All employees can access counselling, physio services and flu immunisation vouchers 	Commitment to national T&C's for all staff in line with the Bishop's memorandum of understanding for Catholic Schools. 	Real Living Wage paid as minimum 	Workload Charter 

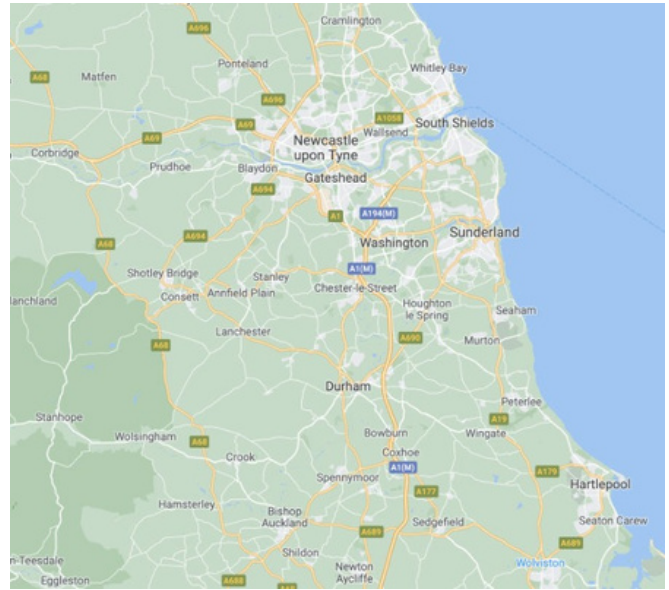


About us

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 be, ensuring the needs of every individual are met.

Celebration - Recognition and acknowledgement of all our successes.

Community - One spirit, one community, one team.

Excellence - Achieve excellence in everything we do.



Supporting Information

How to apply

Completed application forms should be submitted by email to recruitment@bccet.org.uk by 9am on Monday 19 February 2024. Emailed applications are required and CVs will not be accepted.

Selection process

Start Date: September 2024
Interviews: TBC

Salary

The salary for the post is: L30 – L36 (£96,239 - £111,470)

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.

Annual Leave

For non-term time only support staff (those working a full year), your annual leave entitlement will be 25 days if you have less than 5 years continuous service or 30 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: Headteachers & Senior Executive Staff

- 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.

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 2 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

To have an informal, confidential discussion about the post with Mr B Tapping, CEO or to arrange a visit to the school please email Mrs D Mollon, Executive Assistant, at dmollon@bccet.org.uk

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.



Job Description

Headteacher

St Joseph's Catholic Academy

Introduction

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. At all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of the school under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for headteachers contained in the *School Teachers' Pay and Conditions* document and other current education and employment legislation. In carrying out his/her duties the headteacher shall consult, when appropriate: the board, the Diocese, the local authority, the staff of the school, the parents of its pupils, the parish(es) served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description is based on the key areas identified in the *Headteachers' Standards* published by the Department for Education (2020).

The board and the Diocese acknowledge the importance of the role of the Catholic headteacher and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an enhanced check for regulated activity from the Disclosure and Barring Service.

The core purpose of the headteacher is to set and implement the strategic direction of the school and to provide professional leadership and management to drive achievement of high standards in all areas of the school's¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of its Catholic character.

The school's objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle.

Therefore, the post of headteacher must be filled by a practising Catholic² who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.

¹ The term school refers to both voluntary aided schools and academies

² See *Diocesan Briefing Note On Practising Catholic*

Section 1: Ethics and professional conduct

Catholic headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes³ and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Catholic headteachers are custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic headteachers are entrusted with the task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, Catholic headteachers:

- build relationships of mutual respect rooted in the belief that all are made in the image and likeness of God⁴ and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue⁵ and the Church's social teaching⁶.
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, but are always orientated to the service of others in light of the Gospel.

As leaders of their Catholic school community and profession, headteachers:

- serve in the best interests of the school's pupils

³ The Gospel of Matthew 5:3-12

⁴ The Book of Genesis 1:26-27

⁵ *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.

⁶ *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

- conduct themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development, engaging critically with educational research to further the Church's mission in education
- make a positive contribution to the wider education system within and without the Catholic sector

Section 2: Headteachers' Standards

1. School culture

Headteachers:

- establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust, those responsible for governance and through consultation with the school community and Diocese
- create a Christ inspired culture where pupils experience a positive and enriching school life enabling them to flourish
- uphold ambitious educational standards which reflect the distinctive characteristics of Catholic education⁷ and which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment which recognises an individual's dignity as made in the image and likeness of God
- ensure a culture of high staff professionalism rooted in mutual respect, subsidiarity and the pursuit of excellence

2. Teaching

Headteachers:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains, and demonstrate how each discipline and domain contributes to the Christian vision of human flourishing to live life to the full.⁸
- ensure effective use is made of formative assessment

⁷ The distinctive characteristics of Catholic education are 1. The search for excellence, 2. The uniqueness of the individual, 3. The education of the whole person, 4. The education of all and 5. Moral principles

⁸ The Gospel of John 10:10

3. Curriculum and assessment

Headteachers:

- ensure a broad, structured and coherent curriculum entitlement rooted in the distinctive characteristics of Catholic education which sets out the knowledge, skills, values and virtues that will be taught
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional and Diocesan networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

4. Behaviour

Headteachers:

- establish and sustain high expectations of behaviour for all pupils, rooted in love, justice and reconciliation and built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour through the promotion of the virtues and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school lead by example and model and teach the virtues characteristic of a good citizen

5. Additional and special educational needs and disabilities

Headteachers:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social teaching⁹
- establish and sustain ethos, culture and practices rooted in the distinctive characteristics of Catholic education that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

⁹ The relevant principles being: the Dignity of the Human Person, the Call to Community and Participation, Rights and Responsibilities, the Preferential Option for the Poor and Solidarity.

6. Professional development

Headteachers:

- ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including Diocesan and nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

7. Organisational management

Headteachers:

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds reflecting the school's Catholic mission
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently and that are rooted in a clear understanding of the Church's mission in education
- ensure rigorous approaches to identifying, managing and mitigating risk

8. Continuous school improvement

Headteachers:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's Catholic context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

9. Working in partnership

Headteachers:

- forge constructive relationships beyond the school, working in partnership with parents, carers, the parish, Trust, Diocese and the local community
- commit their school to work successfully with other Catholic schools and other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

10. Governance and accountability

Headteachers:

- understand and welcome the role of effective governance, rooted in strategic stewardship of the Catholic mission in education, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance which is inspired by a Christ centred vision of human formation
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Based on the 2020 DfE Headteachers' Standards published to articulate the additional responsibilities of headship in addition to the requirements of the teachers' standards but reflecting the ethos of the Catholic school and the vocational role of a Catholic headteacher in upholding the mission of the Church



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

Person Specification - Headteacher

Headteacher

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the leadership role in spiritual development of pupils and staff	A/I/R
	E4	Experience of leading school worship	A/I
QUALIFICATIONS	E5	Qualified teacher status	A/CC
	E6	Degree	A/CC
	E7	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
PROFESSIONAL DEVELOPMENT	E8	Evidence of appropriate professional development for the role of headteacher	A
	E9	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E10	Evidence of recent leadership and management professional development	A
	E11	Evidence of working with other schools/organisations/agencies	A/I/CC
	E12	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E13	Ability to articulate and share a vision for education within the context and mission of a Catholic school	A/I/R
	E14	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R
	E15	To have successful experience as an effective deputy headteacher	A/I/R
	E16	To have taken a key role in school self-evaluation and development planning	A/I/R
	E17	An understanding of the relationship between the headteacher and the board in a Catholic school	A/I/R
	E18	Experience of working constructively with parents	A/I/R
	E19	Experience of monitoring staff performance	A/I/R
	E20	Thorough knowledge and understanding of current educational issues	A/I/R

EXPERIENCE AND KNOWLEDGE OF TEACHING	E21	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I
	E22	Secure knowledge of statutory requirements relating to the curriculum and assessment	A/I
PROFESSIONAL ATTRIBUTES	E23	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Postgraduate level qualification	A/CC
	D3	National Professional Qualification for Headship (NPQH)	A/CC
	D4	Successful completion of Diocesan leadership programme	A/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	D5	Recent experience in a Catholic school	A/I
	D6	Understanding of budget planning, staff deployment and effective use of resources	A/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

