



DIOCESE OF **Hexham & Newcastle**

Deputy Director of Education



Candidate Pack

Message from Bishop Stephen Wright

Thank you for applying to be our new Deputy Director of Education. I look forward to ministering with the successful candidate as we serve our diocesan schools, our Diocesan Department for Education and so the wider diocesan family. Our Catholic schools are an essential part of our diocesan life and mission and are key communities in my vision for our growth going forward. I share with you my initial diocesan vision for further reflection in our Diocese. The successful candidate will be a key person in furthering this vision.

I am passionate about Catholic education having been blessed to attend a Catholic Primary School and then a Catholic Secondary School. I have experienced the blessings of Catholic schools working with parishes and families forming the next generation of the Lord's missionary disciples. I am so grateful for my Catholic schooling. I want all our pupils to experience the same blessings. All schools seek to form young people for life, they all seek excellence. In Catholic education we form young people for heaven too. The presence of Christ is what makes Catholic schools distinct. Christ is at the centre of our schools' life and mission. It is our privilege and joy to minister the Lord's love to our pupils and families. It is our privilege and joy to form missionary disciples. In our ministries we all recognise we receive more than we can offer.

I began my ministry in the Diocese on the 19 July 2023. I am learning more and more about my new home and our diocesan family. I have visited many of our schools and I look forward to visiting them all. I am keen to continue to meet with our headteachers and school leaders regularly. We are now establishing "Bishop Days" to be together to pray, learn from one another and socialise. These are important moments for me to express my gratitude and support and for us all to know that we are working together for the Lord and the people he serves.

With the recent establishment of the four Catholic Education Trusts across the Diocese and with all our diocesan schools we are well placed to discern the Lord's will and with God's grace put it into action. I hope you want to be part of that discernment and journey with the Lord in the years to come. I hope, like me, you seek excellence in our schools, where Gospel Values shine. I trust you will find the Lord's joy in serving Him and our diocesan family.

You will find further information about our vibrant and diverse Diocese in this pack. If you seek further information, then please ask. I wish you every blessing with your application.

With assurances of prayers,

+ Stephen

Message from the Director of Education

Thank you for your interest in the role of Deputy Director of Education.

I am delighted that you are interested in the role of Deputy Director of Education for the Diocese of Hexham and Newcastle. It is an exciting time for the Diocesan Department for Education (DDfE) with many innovative and exciting projects taking place. We are entering a new phase of working more collaboratively with our Catholic Education Trusts, sharing skills and talents for the benefit of the children within our Catholic schools. Currently we are working with members of staff from across the Diocese to create a resource for the teaching of the Religious Education Directory.

The successful candidate will work in partnership with me to continue to provide high quality oversight and support to all our schools and Catholic Education Trusts on their distinctive Catholic mission. The Deputy Director will coordinate Catholic School Inspection, work in partnership with me to deliver a comprehensive service on behalf of Bishop Stephen and will be responsible for the smooth running of our busy department.

You will join a hardworking, supportive team and work in close partnership with other diocesan departments, executive teams and directors of the four Catholic Education Trusts, school leaders, governors and other agencies striving to ensure that the children in our schools receive the best possible Catholic education. I hope that you will apply to support me in this privileged work.

Catherine Craig
Director of Education

Introduction

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the North-East of England. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

There are 156 schools serving 54,000 pupils and their families of which there are 128 primary schools, 2 infant schools, 2 junior schools, 3 first schools, 1 middle school, and 20 secondary schools. In December 2019, an academy policy was shared whereby all existing academies and voluntary aided schools would become academies within 4 Catholic Education Trusts.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

Job Purpose

The role of the Deputy Director of Education is vital to the development and protection of Catholic Education within the Diocese of Hexham and Newcastle. The Deputy Director of Education will support with:

- carrying out the Bishop's requirements in relation to the schools in the Diocese
- assisting on the development of the Bishop's strategic vision for education ensuring that this is embedded across schools and Catholic Education Trusts (CETs) within the Diocese so that all may play their part in delivering the mission of the Church through education
- developing and maintaining the DDfE consistent with the teaching of the Church in general, including Canon Law and the Diocesan Mission Statement in particular

Strategic Priorities

To provide the highest quality support for our schools and CETs, the work of the Deputy Director of Education will be guided by the following strategic priorities:

1. Promoting a high quality, authentically Catholic Education
2. Securing highly effective oversight of our CETs including robust arrangements for governance at all levels
3. Developing sustaining and nurturing inspirational, faith-filled Catholic school leaders
4. Providing exemplary levels of service to our CETs and school communities within a well-maintained and highly professional setting

Principle Responsibilities

School Organisation

- Provide support for school organisation: liaise with local authorities (LAs), the Department of Education (DfE) and Regional Directors (RDs), in line with the Memorandum of Understanding (MoU) and ways of working as agreed with the DfE and the Catholic Church
- Assist with place planning, reorganisation and academy strategy
- Ensure CETs are operating according to the Articles of Association, MoU, Scheme of Delegation and Protocols
- Assist in ensuring preservation and expansion of Catholic provision
- Work with LAs and CETs to deliver school places linked to basic need

Support with Statutory Responsibilities

- Oversight of the CETs using the Monitoring Matrix
- Engage with Ofsted and contact with HMI in support of schools
- Ensure executive action, advice and support to governing bodies following Ofsted inspections, where a school is graded inadequate and/or notice to improve has been issued
- Co-ordinate and quality assure the administration and undertaking of Catholic Schools Inspections and the publication of inspection reports
- In collaboration with the Department for Property, provide notification and guidance on statutory changes to land, property, buildings and organisation relating to Catholic schools
- Liaise with the DfE on CETs compliance

Admissions and Appeals

- Support in providing model admission policies and appeals documentation and carry out an annual compliance check of school admission policies
- Provide advice and support to parents, schools, governing bodies on admissions
- Maintain ongoing communication with all LAs in relation to admissions and placement planning
- Assist with training and updates for all school staff and governors
- Recruit, train and provide advice for appeal panel members

Catholic Life

- Deliver training and produce resources including:
- Relationship and sex education (RSE)
- Personal, social and health education (PHSE)
- Sacramental programme and preparation for Reconciliation, Eucharist and Confirmation
- Bereavement and loss support, and access to training
- Catholic Social Teaching

Collective Worship

- Deliver training and produce resources for the implementation of the Prayer and Liturgy Directory

Primary Religious Education

- Provide training and support to those new to Catholic education and new Religious Education (RE) subject leaders
- Ensure delivery of termly RE subject leader meetings plus annual moderation sessions and the annual Religious Education conference
- Provide ongoing training and support for all staff

Secondary Religious Education

- Provide professional development and formation and national and regional updates to Heads of RE
- Support the North East Catholic Dioceses with the delivery of the annual Heads of RE conference

Catholic School Inspection

- Organisation and management of Catholic School Inspections
- Provide documentation and guidance
- Provide training for school leaders, directors/governors
- Appoint, train and manage inspectors
- Quality assure and publish reports
- Quality assure CSI inspections
- Attend national CSI training

Chaplaincy

- Support and provide guidance for the Diocesan Chaplaincy Co-ordinator and chaplains
- Support meetings, training and retreats for chaplains

Professional Development

- Support with the development and delivery of a professional development programme for all CETs and school personnel

School Leadership

- Meet with CEOs and headteachers for professional development and national and regional updates
- Provide individual, pastoral and spiritual support for teachers
- Provide regular information and updates from the Diocese to CETs and school personnel

Senior Leadership Appointments

- Provide guidance on the appointment of Senior Leaders, ensuring the MoU on recruitment is adhered to
- Provide support with the application and implementation of the Catholic Education Service's (CES) employment protocols and procedures
- Provide recruitment adviser support through the recruitment of Catholic leadership posts

Governance

- Oversee and provide training for foundation directors and governors
- Provide support including model documents, legal advice and briefings on statutory requirements and any relevant changes
- Give support to directors/governors in dealing with complaints and matters relating to the Catholic character and mission of schools
- Attend CET Members' Meetings on an annual basis
- Monitor compliance with governor and director codes of conduct

School Standards

- Support with oversight of high educational standards, progress and outcomes in all Diocesan schools, including regular meetings with School Improvement Leads
- Liaise with Ofsted, HMI, RDs, and the DfE as required

General

- Give advice regarding complaints and respond to complaints on behalf of the Bishop
- Lead, direct and performance manage the RE and Catholic Ethos Adviser and Education Support Officer
- Support the administrative team within the DDfE
- Engage with the Curia teams to develop closer and more efficient working across the wider Diocese
- Ensure that all safeguarding requirements are met, and schools adhere to the statutory requirements of Keeping Children Safe in Education
- Support for the Director of Education and deputise in their absence
- Undertake other duties and responsibilities appropriate to the role

Liaison

- Engage with CETs and schools, developing collaborative relationships for the greater good of the Diocese and in support of the Diocesan vision
- Support the Youth Ministry Team to undertake their activities in the Diocese
- As required, represent the DDfE and the Diocese internally and externally with key stakeholders, ensuring high levels of communication

This role is subject to an Enhanced DBS check

Personal Specification

You must be:

- A practising and committed Catholic
- Committed to the purpose and vision of Catholic education
- A registered and active Catholic School Inspector

You must have:

- A relevant Bachelor's degree and Qualified Teacher Status
- Evidence of recent and continuous professional development activities, training and professional networking appropriate to the role/level
- Catholic Certificate in Religious Studies/Catholic Teachers' Certificate (or equivalent) or a commitment to obtaining this
- A proven track record of successful senior leadership, including line management, in a Catholic school or MAT
- Experience in school improvement with clear evidence of a positive contribution to the development of a successful school, local authority or academy trust
- Experience of working with educational agencies, including other schools and MATs
- Solid experience of the design and delivery of training to school leaders
- Experience of working with and supporting a MAT Board/Governing Body
- Proven track record in building and maintaining effective collaborations and teams
- Experience of working within budgetary parameters including school funding
- Up to date knowledge of current educational challenges facing Catholic schools
- An understanding of the legal framework in which Catholic education operates, including Canon Law
- An understanding of CSI and Ofsted inspection frameworks relating to schools
- Excellent and sensitive communication skills, both written and oral, including making presentations to a wide range of audiences and to facilitate meetings
- The ability to challenge, hold others to account and support to improve performance
- The ability to build effective working relationships, inspire others and win respect and trust at all levels
- Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools
- Excellent IT skills

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character

Application Process

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references and the name and contact details of your Parish Priest for a faith reference
- Please send these by email to human.resources@diocesehn.org.uk

Deadline for applications: **Tuesday 1 October at 12.00 noon.**

For an informal discussion about this role please contact Catherine Craig, Director of Education on 0191 243 3313.

Pay and Conditions

What we will offer you

- Salary: £75,674 fixed salary per annum plus teachers' national pay award
- Hours: Full-time, term-time
- Contract: Permanent contract subject to a six months' probationary period

Benefits

- Teachers' pension is available for current members of the scheme
- Sick pay in line with school teachers' conditions
- Pay increases in line with the nationally agreed teachers' pay award
- Free on-site car parking
- Health and well-being support
- Cycle to Work Scheme

Location

Diocesan Offices, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY with travelling throughout the Diocese and sometimes the UK

Other Information

This appointment will be subject to:

- Two satisfactory professional references and a faith reference
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Data Protection

We won't hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

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Better Health
at Work Award
Bronze Award

