



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 have established '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 with many innovative and exciting projects taking place. We have entered 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 Trust staff from across the Diocese to create a resource for the teaching of the Religious Education Directory.

The successful candidate will work with me and the wider team to continue to provide oversight and support to all our schools and Catholic Education Trusts in delivering their distinctive Catholic mission. The Deputy Director will coordinate Catholic School Inspection, working in partnership to deliver a comprehensive service on behalf of Bishop Stephen.

You will join a hardworking and committed team and will work closely 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 join 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 geographical 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

Principle Responsibilities

- Be the diocesan lead for Catholic School Inspection taking responsibility for the full inspection process.
- Provide pastoral and spiritual support for teachers.
- Provide guidance on the appointment of Senior Leaders, ensuring the Memorandum of Understanding on recruitment is adhered to and that all Catholic Education Service policies and procedures are adhered to.
- Give support to directors/governors in dealing with all matters relating to the Catholic character and mission of schools.
- Oversee and provide guidance on the full school admission and appeal process.
- Working with the Director and on behalf of the Members, have oversight of the Catholic Education Trusts including school leadership, educational standards, progress and outcomes.
- Engage with Ofsted and HMI in support of schools.
- Create professional development resources for Catholic Education Trust and school employees and volunteers.
- As required, represent the Diocese internally and externally with key stakeholders.
- Line management responsibility for direct reports.
- Provide support to the Director of Education and deputise in their absence.
- Undertake other duties and responsibilities appropriate to the role.

This role is subject to an Enhanced DBS check.

Personal Specification

You must be:

- A practising Catholic, committed to the purpose of Catholic Education.
- An experienced Headteacher.
- Committed to support delivery of Bishop Stephen's Vision for the Diocese and Catholic Education.
- A registered Catholic School Inspector.
- Conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic Character.
- Flexible to work outside of normal office hours as required.

You must have:

- A current driving licence and access to a car.

Skills Experience	Essential (E)	Desirable (D)	Evidence to be secured from either application form or interview
Excellent understanding of safeguarding and the implementation of effective safeguarding practices in schools	E		Application Form
Relevant bachelor's degree and Qualified Teacher Status	E		Application Form
Experience of the CSI and Ofsted Inspection Frameworks as an inspector	E		Application Form
Catholic Certificate in Religious Studies/Catholic Teachers' Certificate (or equivalent) or a commitment to obtain this	E		Application Form
Ability to build effective working relationships whilst at the same time holding others to account to deliver improved performance	E		Application Form and Interview
Proven track record of successful senior leadership, including line management, in a Catholic School or Multi Academy Trust	E		Application Form
Experience in designing and delivering training to school leaders	E		Application Form and Interview
Evidence of continuous professional development and professional network	E		Application Form
Excellent communication skills	E		Application Form and Interview
Excellent IT skills	E		Application Form and interview

Application Process

To apply, please send:

- A letter of application saying why you want to work with us and what you would 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: 12 noon on 6 November 2024

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: £77,500 - £82,000 depending on experience.
- Hours: Full-time, term-time.
- Contract: Permanent contract subject to a six-month probationary period.

Benefits

- Teachers' pension is available for current members of the scheme.
- Sick pay in line with teachers' conditions.
- Pay increases in line with the nationally agreed teachers' pay award.
- Free on-site 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 for longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



Better Health
at Work Award
Bronze Award

