



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Deputy Headteacher

(Pastoral Care, Behaviour and Attendance)

Application Pack



Diocese of
Hexham & Newcastle



**BISHOP
HOGARTH**
Catholic Education Trust



OUR LADY & ST. BEDE
CATHOLIC ACADEMY



BISHOP
HOGARTH
Catholic Education Trust

Join our School as a

Deputy Headteacher

(Pastoral Care, Behaviour and Attendance)



Our Lady & St. Bede Catholic Academy
Bishopton Road West, Stockton-on-Tees, TS19 0QH



L21 - L25



Closing date: 30th April 2026, 9.00am

Bishop Hogarth Catholic 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. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

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



Dear applicant

I am delighted that you are interested in the role of Deputy Headteacher at Our Lady & St. Bede Catholic Academy. As a valued member of the Bishop Hogarth Catholic Education Trust, Our Lady & St. Bede serves the community of Stockton-on-Tees and its surrounding villages in the North East. The school is highly regarded for its dedicated and professional staff, strong local reputation, and excellent modern facilities. It is a truly special place where students can grow and thrive.

Our students are at the heart of everything we do, and our work is guided by the teachings of Christ and the values of Catholic Social Teaching. We are committed to ensuring that every student feels safe, welcomed, and supported. This ethos extends to our staff, who benefit from a collaborative and empowering professional environment that values their expertise.

Our Trust is made up of thirty-five schools—thirty primaries and five secondaries—serving communities in Billingham, Darlington, Hartlepool, South Durham, and Stockton. The successful candidate will be joining a thriving community of 1,200 employees and over 12,000 pupils. As a nationally recognised Catholic Trust, we offer our leaders bespoke support and outstanding professional development in a nurturing and aspirational environment. We are proud of our strong school improvement offer, which provides unparalleled opportunities for professional growth.

The successful candidate will work alongside highly experienced leaders who are experts in their fields. Our Trust also runs a nationally recognised teaching school, as well as attendance, computing, and maths hubs, and an Ofsted Outstanding ITT programme, all of which enrich our schools and provide exceptional pathways for talent development.

At the core of our Trust are the principles of subsidiarity, solidarity, and the common good. Our Trust Directors support and challenge school leaders and local governing committees to ensure the highest standards of education. The Local Governing Committee of Our Lady & St. Bede, made up of experienced and dedicated leaders, plays a vital role in this mission.

If you believe you have the skills and passion to be a pivotal leader at Our Lady & St. Bede and have the ambition to progress to Headteacher, I would love to hear from you.

Very best wishes,



Stuart McGhee
CEO
smcghee@bhcet.org.uk





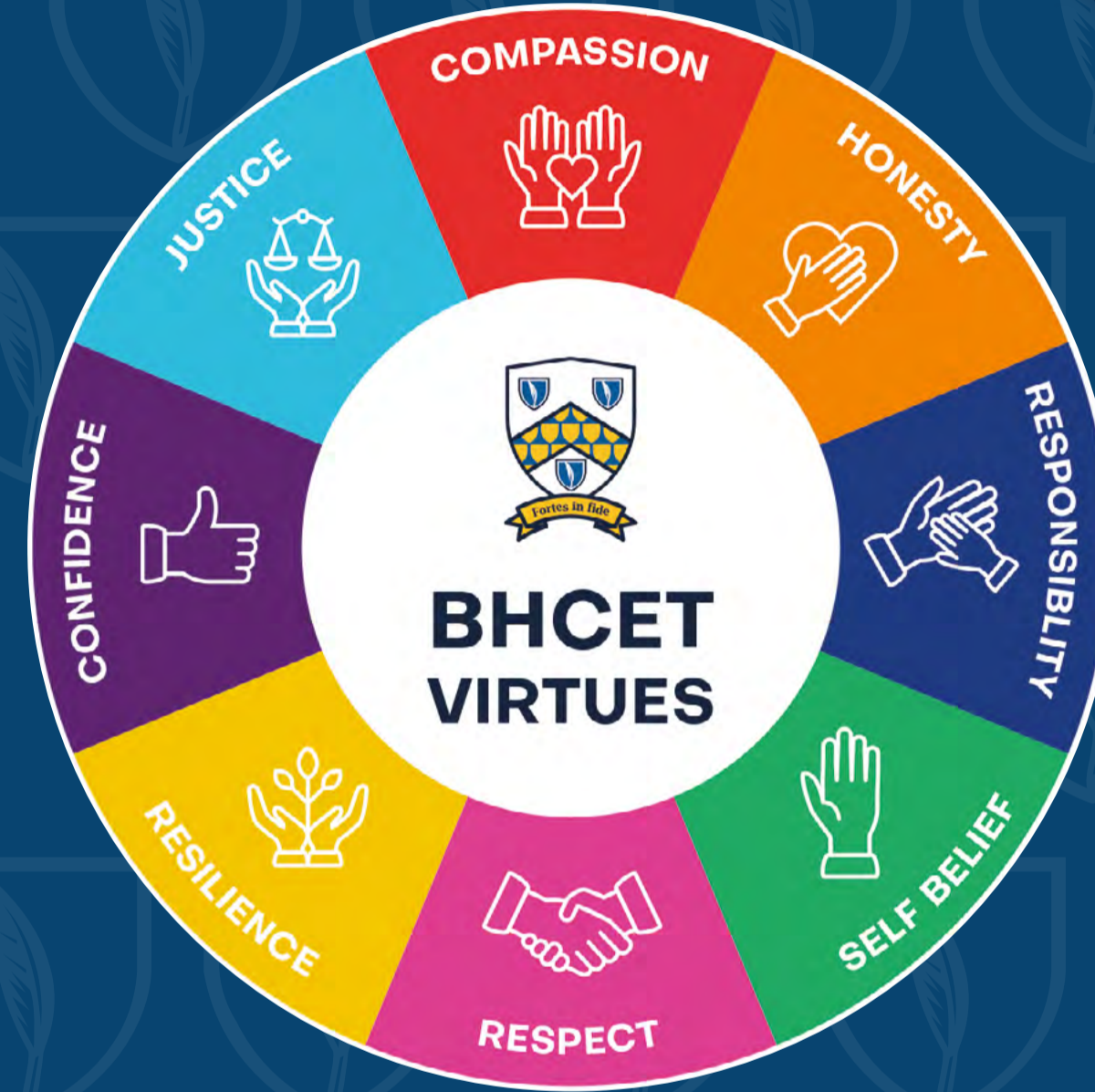
BISHOP HOGARTH
Catholic Education Trust

Our Trust

Our Lady & St. Bede is a proud member of Bishop Hogarth Catholic Education Trust; a family of 35 schools across County Durham, Darlington, Hartlepool, and Stockton-On-Tees.

BHCET's mission is to provide the highest quality education, fostering a collaborative environment where resources and best practices are shared among our schools.

We are committed to the educational welfare of our pupils. This is why we place Christ at the centre and children at the heart.



BISHOP HOGARTH
Catholic Education Trust

Scan the QR code to view our [school locations map](#)



JUSTICE & COMPASSION

We value fairness and empathy, treating others with kindness and understanding.

HONESTY & RESPONSIBILITY

We prioritise truthfulness and accountability, taking ownership of our actions and decisions.

CONFIDENCE & RESILIENCE

We foster courage and adaptability, empowering individuals to face challenges and overcome setbacks.

RESPECT & SELF BELIEF

We embrace diversity and individuality, fostering an environment where everyone feels valued and confident.



Proud to be a part of the

DIocese of **Hexham & Newcastle**



The Diocese of Hexham and Newcastle and Directors of Bishop Hogarth Catholic Education Trust invite applications from practising and committed Catholic leaders for the post of Deputy Headteacher.

Unlocking Potential in Our Students and Staff

Our Lady & St. Bede has a proven track record of excellence, boasting modern facilities and a dedicated team of staff who share our passion for making a positive difference in the lives of our students. As you consider this exceptional opportunity, you'll have the chance to leave a lasting impact on our students, staff, and the wider school community



We can offer the successful candidate:

- ✓ The opportunity to be a key part of a large, innovative and highly successful Trust with an excellent national reputation.
- ✓ A Trust that invests heavily and continuously in our staff where leaders work collaboratively to ensure the provision of great schools, with Christ at the centre and children at the heart.
- ✓ The support and expertise of Directors of subjects and the wider school improvement team
- ✓ The support and expertise of our own Teaching School Hub, ITT provider, Attendance Hub, Maths Hub, STEM enthuse partnership and Enrichment Hub.

We are looking for a leader who:

- ✓ Is a practising Catholic.
- ✓ Shares our vision for Catholic excellence and transformative education.
- ✓ Has exceptional leadership skills and the ability to think strategically.
- ✓ Is a dynamic, innovative and determined individual.
- ✓ Has a proven track record as an outstanding practitioner, With excellent communication skills, committed to high standards.
- ✓ Will inspire, challenge and encourage our young people and community.
- ✓ Understands budget planning, staff deployment and how to effectively use resources.
- ✓ Is committed to collaborative working within our CET, parish and school.
- ✓ Values professional agency and fosters a supportive and inclusive environment.

Visit us

You are warmly welcomed to our academy at any time, to see and feel what Our Lady & St. Bede is like on a typical day and to ask any questions you may have on an informal basis.



Professional Development

Our commitment to Continuous Professional Development (CPD) is deeply integral to all that we do, ensuring that every staff member can progress along their chosen path.

Being part of our Trust means you have access to a wealth of opportunities for collaboration, allowing us to shape best practices in teaching and leadership together.

Our CPD programmes are designed to enhance your knowledge and skill base, ensuring that growth and improvement are built into your leadership journey.

WE WORK WITH THE FOLLOWING DFE ACCREDITED HUBS

- Carmel Teacher Training Partnership
- Tees Valley Teaching School Hub
- Archimedes NE Maths Hub
- Science Learning Partnership

Deputy Headteacher Job Description

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 role of Deputy Headteacher³ therefore requires a practising Catholic who can show by example and from experience that he or she will work with the Headteacher to ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the board of Directors 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 Deputy Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Deputy Headteacher shall consult with the Headteacher and, when appropriate, with 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). It recognises the role of the Deputy Headteacher in sharing responsibility for the leadership of the school.

Where specific responsibilities have been agreed for the Deputy Headteacher for individual key areas, it is recommended that these be added to the list of main tasks and actions. Other specific tasks, e.g. teaching commitment, designated safeguarding officer, should be added as required.

The board and the Diocese acknowledge the importance of the role of the Catholic Deputy 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 Deputy Headteacher is to assist the Headteacher 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's 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 Deputy Headteacher must be filled by 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 aspects.**

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

² See Diocesan Briefing Note On Practising Catholic

³ The term Vice Principal also includes where referenced Deputy Headteacher

Section 1

Ethics and Professional Conduct

Catholic Deputy Headteachers are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes 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 Deputy Headteachers are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic Deputy 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
- ✓ Accountability
- ✓ Integrity
- ✓ Openness
- ✓ Objectivity
- ✓ Honesty

Catholic Deputy Headteachers support the Headteacher in their role as custodians of diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic Deputy Headteachers also support the Headteacher with their 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 Deputy 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 dialogue 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, Deputy Headteachers:

- ✓ Serve in the best interests of the school's pupils.
- ✓ 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.

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.

Section 2, Deputy Headteacher Standards

1. SCHOOL CULTURE

- ✓ 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

- ✓ 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 full⁸.

- ✓ Ensure effective use is made of formative assessment.

3. CURRICULUM AND ASSESSMENT

- ✓ 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

- ✓ 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

- ✓ 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.

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

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

- ✓ 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 annually recognised career and professional frameworks and programmes to build capacity and support succession planning.

7. ORGANISATIONAL MANAGEMENT

- ✓ 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

- ✓ 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

- ✓ 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

- ✓ 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.

Deputy Headteacher Person Specification

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
PROFESSIONAL DEVELOPMENT	E7	Evidence of appropriate professional development for the role of Deputy Headteacher	A
	E8	Evidence of recent leadership and management professional development	A/I/CC
	E9	Evidence of appropriate safeguarding training	A
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E10	To have substantial and current experience as a middle leader	A/I/R
	E11	To have had active and effective leadership of a team/key stage/curriculum area/department	A/I/R
	E12	To have taken an active involvement in school self-evaluation and development planning	A/I/R
	E13	To have implemented and developed a whole school initiative	A/I/R
	E14	To have had responsibility for policy development and implementation	A/I/R
	E15	To have had experience of and ability to contribute to staff development (e.g. coaching, mentoring, INSET for staff)	A/I/R

EXPERIENCE AND KNOWLEDGE OF TEACHING	E16	Significant teaching experience	A/I/R
	E17	To have a knowledge and understanding of all key stages in the school	A/I
	E18	To be able to effectively use data, assessment and target setting to raise standards/address weaknesses	A/I
PROFESSIONAL ATTRIBUTES	E19	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	E20	The form must be fully completed and legible	A
	E21	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	Recent experience in a Catholic school
D3		Experience of teaching in more than one school	A
D4		Experience of monitoring staff performance	A/I
D5		Knowledge and understanding of current educational issues	A/I
D6		Postgraduate level qualification	A
D7		Successive completion of diocesan leadership programme	A
D8	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I	

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



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Apply now

If you wish to discover more about this opportunity, need any further information or would like to have an informal discussion, please email recruitment@bhcet.org.uk or contact Lisa Dunwell PA to the CEO on (01325) 523411

Closing date: 30th April 2026, 9.00am

Visit us

We are passionate about our academy and want to fill it with staff who share the same passion, values and drive. You would be warmly welcomed to our academy at any time, to see and feel what Our Lady & St. Bede is like on a typical day and to ask any questions you may have on an informal basis.

Tel: 01642 704970



OUR LADY & ST. BEDE
CATHOLIC ACADEMY



**BISHOP
HOGARTH**
Catholic Education Trust



Proud to be a part of the
DIOCESE OF **Hexham & Newcastle**