



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



HEAD OF SCHOOL

St Joseph's and St Teresa's, Hartlepool

Closing Date: Monday 5th October, 9.00am

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

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ST JOSEPH'S

Catholic Primary School

'We belong to the family of St Joseph's School. We love, live, learn, and celebrate together; building God's kingdom with Jesus our Lord.'

St Joseph's Catholic Primary School is a small school in the centre of Hartlepool and is proud of its long heritage of Catholic education, bearing the name of the first Catholic primary school in this coastal town. Converting to an academy in February 2021 St Joseph's became a member of The Bishop Hogarth Catholic Academy Trust.

The school is a school graded 'Good' (Ofsted November 2023) and is a school that is well regarded as a place where children thrive academically, socially and emotionally under the care of dedicated and skilled staff. Through the high expectations of a broad, ambitious and adapted curriculum, children build upon their gifts and talents and develop their skills so that they become confident lifelong learners.

With the Catholic faith at the heart, St Joseph's is a global family that celebrates the richness of its diverse community, where everyone is welcome to live out the school mission in a place where pupils show a deep respect for their own personal dignity and for each other.

Parents described St Joseph's school as: '... an amazing school. The school is inclusive and diverse with a strong sense of community and family.'



ST TERESA'S

Catholic Primary School

'Do the little things well'

St Teresa's is a larger school and is the southernmost Catholic school in Hartlepool. As such, St Teresa's serves children from a wide area of the town. The school serves children aged 3-11 and has two buildings on a site with large and spacious outdoor areas. St Teresa's joined Bishop Hogarth Catholic Education Trust in February 2021.

The school is a 'Good' school (Ofsted September 23) and is a well attended school with established, skilled staff who are proud to work at St Teresa's. The school has an embedded curriculum and provides many opportunities to grow individual interests and talents. St Teresa's has recently engaged in a Robotics project which has led to children going to Texas to compete internationally.

Our Catholic faith is at the heart of all that St Teresa's does, encouraging children to 'Do the little things well' is more than a motto and is lived out in each school day. At St Teresa's, we do all that we do with love. We embrace with love and care all children entrusted to us.

Parents value the care and support the school provides to their children and work in partnership with the school.

Both schools offer wraparound care in breakfast clubs and after school provisions.



HEAD OF SCHOOL

 **St Teresa's Catholic Primary School**
Callander Road, Hartlepool, TS25 3BG

St Joseph's Hartlepool Catholic Primary School
Musgrave Walk, Hartlepool, TS24 7HT

 **L11-L15**

 **Closing Date: Monday 5th October, 9.00am**

 **Permanent**

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 schools will consider carrying out an online search as part of the due diligence on short-listed candidates.

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

The Diocese of Hexham and Newcastle and Directors of Bishop Hogarth Catholic Education Trust invite applications from experienced leaders for this Head of School position, to commence January 2027. You will be the Head of School for St Joseph's and St Teresa's, Hartlepool.

- We are looking for a leader who:**
- Is a practising Catholic.
 - Is an inspirational senior leader.
 - Is dynamic, innovative and determined.
 - Will inspire, challenge and encourage staff across both communities.
 - Will nurture the spirituality and wellbeing of the communities.
 - Will inspire, challenge and encourage staff.
 - Has an excellent ability to think strategically across two schools and develop shared strategic approaches across the schools.
 - Will have the energy and inspiration to drive both schools forward.

- We can offer:**
- The ability to help shape strategic leadership across two communities.
 - Opportunities to work with the executive team to deliver school improvement strategies.
 - Commitment to high quality CPD for all staff.
 - Strong and active partnerships with the parish Priests, the parishes, parents/carers, the local communities, the Diocese of Hexham and Newcastle and the Trust.
 - Opportunities to share talents within a supportive and trusting network of leaders.

Visits to the schools are warmly welcomed and positively encouraged. Please contact Lisa Dunwell PA to the CEO on **(01325) 523411** to arrange a visit.

For further information a visit and application forms please email recruitment@bhcet.org.uk or contact Lisa Dunwell PA to the CEO on **(01325) 523411**

We are seeking a field of applicants for this post.



JOB DESCRIPTION

Introduction

The schools have been designated by the Secretary of State as schools with a religious character. Their Instruments of Government state that they are part of the Catholic Church and are to be conducted as Catholic schools 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 schools are to serve as a witness to the Catholic faith in our Lord Jesus Christ. The role of head of school therefore requires a practising Catholic who can show by example and from experience that he or she will work with the executive headteacher to ensure that the schools are distinctively Catholic in all their 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 contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the head of school shall consult with the executive headteacher and, when appropriate: the board, the Diocese, the local authority, the staff of the schools, the parents of their pupils, the parish(es) served by the schools 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 recognizes the role of the Head of School in sharing responsibility for the leadership of the schools.

(N.B. Other specific tasks e.g. designated safeguarding officer should be added here as required).

The board and the Diocese acknowledge the importance of the role of the Catholic head of school 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 head of school 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 head of school is to assist the executive headteacher to set and implement the strategic direction of the schools and to provide professional leadership and management to drive achievement of high standards in all areas of the schools¹ work, particularly in ensuring the provision of sustainable outstanding education through the preservation and development of their Catholic character.

The schools' objectives relate to the provision of Catholic education and the schools are part of the Catholic Church and, as such, are to be conducted as Catholic schools 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 head of school must be filled by a practising Catholic² who can show, by example and from experience, that he or she will ensure that the schools are distinctively Catholic in all aspects.**

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

²See Diocesan Briefing Note On Practising Catholic

JOB DESCRIPTION

The head of school should demonstrate the following:

SECTION 1: Ethics and Professional Conduct

Catholic heads of school 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 heads of school are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, Catholic heads of school 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 heads of school support the executive headteacher in their role as custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic heads of school also support the executive 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 heads of school:

- 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 communities and profession, heads of school:

- 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.

JOB DESCRIPTION

SECTION 2: Headteachers' Standards

1. School Culture

Heads of school work with executive headteachers to:

- 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 communities 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 communities 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

Heads of school work with executive headteachers to:

- 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.

⁷The 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

⁸The Gospel of John 10:10

3. Curriculum and Assessment

Heads of school work with executive headteachers to:

- 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.

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4. Behaviour

Heads of school work with executive headteachers to:

- 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 schools lead by example and model and teach the virtues characteristic of a good citizen.

5. Additional and Special Educational Needs and Disabilities

Heads of school work with executive headteachers to:

- Ensure the schools hold 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 schools work 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 schools fulfil their statutory duties with regard to the SEND code of practice.

⁹The 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

Heads of school work with executive headteachers to:

- 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 schools, 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

Heads of school work with executive headteachers to:

- 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.

JOB DESCRIPTION

- Ensure staff are deployed and managed well with due attention paid to workload.
- Establish and oversee systems, processes and policies that enable the schools 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

Heads of school work with executive headteachers to:

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the schools' 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

Heads of school work with executive headteachers to:

- Forge constructive relationships beyond the schools, working in partnership with parents, carers, the parish, Trust, Diocese and the local community.
- Commit their schools 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

Heads of school work with executive headteachers to:

- 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 schools effectively and efficiently operate 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 schools and the vocational role of a Catholic headteacher in upholding the mission of the Church.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA 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 Catholic schools 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 schools' 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 head of school	A
	E8	Evidence of professional development relating to Catholic ethos, mission and religious education	A/I/CC
	E9	Evidence of recent leadership and management professional development	A
	E10	Evidence of working with other schools/ organisations/ agencies	A/I/CC
	E11	Evidence of appropriate safeguarding training at senior leadership level	A/I/CC
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E12	Ability to articulate and share a vision for education within the context and mission of Catholic schools	A/I/R
	E13	Ability to inspire and motivate staff, pupils, parents and the board to achieve the aims of Catholic education	A/I/R
	E14	To have successful experience as an effective deputy headteacher or assistant headteacher	A/I/R

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	E15	To have taken a key role in school self-evaluation and development planning	A/I/R
	E16	An understanding of the relationship between the head of school, executive headteacher and the board in Catholic schools	A/I/R
	E17	Experience of working constructively with parents	A/I/R
	E18	Experience of monitoring staff performance	A/I/R
	E19	Thorough knowledge and understanding of current educational issues	A/I/R
EXPERIENCE AND KNOWLEDGE OF TEACHING	E20	Secure understanding of the requirements of the Religious Education Curriculum Directory and the National Curriculum	A/I
	E21	Secure knowledge of statutory requirements relating to the curriculum and assessment	A/I
PROFESSIONAL ATTRIBUTES	E22	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	E23	The form must be fully completed and legible	A
	E24	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	Criteria 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
	D5	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
SCHOOL LEADERSHIP AND MANAGEMENT EXPERIENCE	D6	Recent experience in Catholic schools	A/I
	D7	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





BISHOP HOGARTH

Catholic Education Trust

 The Headlands, Darlington, Co. Durham, DL3 8RW

 01325 523411

 recruitment@bhcet.org.uk

 www.bhcet.org.uk



Christ at the Centre, Children at the Heart



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