



DIOCESE OF **Hexham & Newcastle**

Director of Education



Candidate Pack

MESSAGE FROM BISHOP STEPHEN WRIGHT

Thank you for applying to be our new 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 expect to meet the Director of Education regularly and I will welcome that direct contact.

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 19th 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

Please see pp14-15 for Bishop Stephen's initial Diocesan Synodal Vision for the Diocese of Hexham and Newcastle



MESSAGE FROM THE EPISCOPAL VICAR FOR EDUCATION AND YOUNG PEOPLE

The Vicariate for Education and Young People incorporates the Diocesan Department for Education, school chaplaincy, university chaplaincy and Diocesan Youth Services. The Vicariate for Education and Young People collaborates closely with the Youth Ministry Trust, with other Diocesan vicariates and departments, schools and Catholic Education Trusts to facilitate and support Catholic provision for the children and young people of the Diocese.

In 'Christus Vivit'. Pope Francis says,

"You have to discover who you are and develop your own way of being holy, whatever others may say or think. Becoming a saint means becoming more fully yourself, becoming what the Lord wished to dream and create, and not a photocopy. Your life ought to be a prophetic stimulus to others and leave a mark on this world, the unique mark that only you can leave. Whereas if you simply copy someone else, you will deprive this earth, and heaven too, of something that no one else can offer." (Paragraph 162)

By celebrating and promoting the uniqueness of each person we can, together, enable our children and young people to be fully themselves and fully alive becoming the people that God wishes them to be. Thank you for your interest in being part of this team.

Canon Simon Lerche
Episcopal Vicar for Education and Young People



MESSAGE FROM THE CHIEF OPERATING OFFICER

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

This is an exciting time for both the Department and for Catholic education in the Diocese. There are national changes taking place with the introduction of the new National Framework for Catholic School Inspection and the Directory for Prayer and Liturgy, whilst the revised Religious Education Directory (RED) will be adopted from September 2025.

Within the Diocese we are entering a new phase of working with our schools and with our Catholic Education Trusts and are recruiting for a Director of Education to lead this on behalf of Bishop Stephen. The job description and person specification are included in this application pack and you will see that the role has a broad and interesting brief, including continuing to provide high quality support and challenge to all schools and Trusts on their distinctive Catholic mission.

This role is a key appointment to our Diocesan Family and I encourage you to consider joining a team where we are carrying out the privileged work of promoting, protecting, and supporting Catholic education in our Diocese.

Fiona Standfield
Chief Operating Officer



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 3195 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 Diocesan Bishop holds Canonical responsibility for the oversight of all Catholic education within the Diocese. His principal objective in relation to Catholic schools is to assist parents, as the primary educators of their children. Pursuant to Canon Law, the Diocesan Bishop has rights of supervision, visitation, and inspection of Catholic schools. In practice, on an operational basis, this role is discharged by the Director of Education and the Diocesan Department for Education (DDfE).

The role of the Director of Education is crucial to the development and protection of Catholic Education within the Diocese of Hexham and Newcastle. The Director of Education is charged with:

- carrying out the Bishop's requirements in relation to the schools in the Diocese
- leading 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 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
- Continue to provide academy policy, process and guidance including model documentation
- Ensure CETs are operating according to the Articles of Association, MoU, Scheme of Delegation and Protocols
- Ensure 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

- Provide 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
- Provide 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
- Deliver 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

Chaplaincy

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

Professional Development

Provide a professional development programme for all CET 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 CET 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 protected posts

Governance

- Appoint, develop, 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
- Plan and hold CET Members' Meetings on an annual basis
- Monitor compliance with governor and director codes of conduct



School Standards

- 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

Buildings, Premises and Land

In collaboration with the Diocesan Department for Property liaise between Diocesan Trustees and schools regarding the use of charitable capital assets such as buildings, premises and land, facilitating advice on property issues, approving capital spending projects and ensuring CETs have an estates management plan

General

- Give advice regarding complaints and respond to complaints on behalf of the Bishop
- Lead, direct and performance manage the Deputy Director and the RE and Catholic Ethos Adviser
- Lead, guide and support the administrative team within the DDfE
- Support the Diocesan Press Officer and Department for Communications, to ensure that communication and engagement through the full range of media is consistent with the mission, vision and values of the Diocese.
- Engage with the Curia teams and Chief Operating Officer 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

Liaison

- Facilitate collaborative relationships with and between CETs and schools for the greater good of the Diocese and in support of the Diocesan vision
- Liaise with the Youth Ministry Team to support their activities in the Diocese
- Represent the DDfE and the Diocese internally and externally with key stakeholders, ensuring high levels of communication

The post holder will be required to undertake other duties and responsibilities appropriate to the role.

This role is subject to an Enhanced DBS check.



Personal Specification

Essential Criteria

You must be:

- A practising and committed Catholic
- Committed to the purpose and vision of Catholic education

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
- General strategic and operational management experience gained at a leadership level
- 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 significant change management
- Experience of working with educational agencies, including other schools and MATs
- An awareness and understanding of the needs of pupils in Catholic schools
- Solid experience of the design and delivery of training to school leaders
- Experience of full line management responsibilities
- Experience of working with and supporting a MAT Board/Governing Body
- Proven track record in building and maintaining effective collaborations and teams and establishing sustainable working relationships with a range of stakeholders
- Experience of working within budgetary parameters including school funding
- Extensive knowledge of the Catholic Church and an excellent understanding of the distinctive nature and purpose of Catholic education and Catholic Social Teaching
- Up to date knowledge of current educational challenges facing Catholic schools
- Ability to articulate and share the vision of Catholic education
- An understanding of the legal framework in which Catholic Education operates, including Canon Law
- An understanding of MAT structures and functioning, including the relationship with the Diocese



Essential Criteria continued

- A knowledge/understanding of the legal status of Catholic academies and of the relationship to the Bishop and Board of Directors/Members
- An understanding of inspection frameworks relating to schools
- Excellent planning and organising skills in order to prioritise and manage complex projects
- Excellent and sensitive communication skills, both written and oral, including making presentations to a wide range of audiences and to facilitate meetings
- Methodical and strong problem-solving skills, always providing clear solutions and being able to make difficult decisions
- Excellent leadership, interpersonal and people management skills, with a proven ability to motivate people, and to encourage personal development
- 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
- The ability to effectively use and analyse data to identify strengths and areas for improvement and raise standards where appropriate
- Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools
- An understanding of Local Authority and national governmental structures and responsibilities as they relate to schools
- Excellent IT skills
- Effective negotiating, influencing and persuasion skills
- Confident and resilient, with the ability to remain calm under pressure and motivated in more challenging situations
- Ability to travel within the Diocese and on occasion within the UK
- A current driving licence and access to a car
- Flexibility to work outside of normal office hours as required

It will be good, but not essential, if you also have:

- National Professional Qualification for Headship
- Experience as an Ofsted inspector



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: **22 July 2024 at 12.00 noon**

Selection process: We anticipate a two stage selection process comprising an initial panel interview followed by second stage interviews with Bishop Stephen for the successful candidate(s). Initial interviews are planned for w/c 29 July 2024 however we recognise the restrictions imposed by school holidays and there can be flexibility around the date for shortlisted candidates.

For an informal discussion about this role please contact Fiona Standfield, Chief Operating Officer, on 0191 243 3300

Pay and Conditions

What we will offer you

- Salary: £84,500 fixed salary per annum plus teachers' national pay award in September 2024
- Hours: Full-time, term-time
- Contract: Permanent contract subject to a six months' probationary period.

Location

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



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 wellbeing support
- Cycle to Work Scheme

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 information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

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What is the Lord Calling Us to Be and Do?

A Synodal Vision for the Diocese of Hexham and Newcastle

As disciples of Jesus in the Church of Hexham and Newcastle, listening to His invitation, we feel called to make the following commitments:

Commitment 1: To Walk with Jesus and Enable Others to Encounter Him.

“Did not our hearts burn within us while he talked to us on the road, while he opened to us the Scriptures? ... and how he was known to them in the breaking of the bread.” (Luke 24:32,35)

We have confidence that the Spirit is at work in our Diocese and that the encounter with the Risen Lord is the heart of our life together. As we receive God's saving love in our lives, we offer that love to others. We are called to:

- Continually renew and nourish ourselves through Jesus' gift of Himself in the scriptures, the sacraments, and the richness and diversity of the Church's liturgy, including:
 - Participating regularly in the Eucharist and most particularly when the whole community gathers.
 - Setting aside time for personal and communal prayer allowing the Lord the opportunity to guide us. Continuing our strong Catholic tradition of prayers before the Blessed Sacrament.
 - Celebrating and receiving the gift of the Lord's forgiveness and mercy, which continues to be offered through the sacrament of Reconciliation.
- Be welcoming to all comers and make this a priority in our individual and communal ministries.
- Be a generous people that gives witness to God's love and mercy by accompanying one another in times of suffering and struggle.
- Develop confidence as individuals and as a community to witness to our faith in our daily lives.
- Work with our sisters and brothers in Christ in other communities, giving shared witness to the love of the Lord.

For holiness and sharing Christ with others, St Aidan, pray for us.

Commitment 2: To Grow as One Diocesan Family – Rebuilding Relationships.

*“... that they may all be one” (John 17:21)
“Finally, all of you, have unity of mind, sympathy, brotherly love,
a tender heart, and a humble mind.” (1 Peter 3:8)*

To be the Lord's missionary disciples, we must be disciples in communion with Christ and one another. We commit to embracing the power of working together: enabling the wisdom and expertise of the lay faithful, the unique pastoral ministry of priests and deacons, the charisms of the religious, the expert service of diocesan employees, and the skills and experience of our trustees to contribute to the flourishing of our communities. Discerning new, collaborative ways to walk together is vital to the life of our Diocese. We are called to:

- Grow as one diocesan family, increasing our understanding of each other's lives, faith, and vocations. We particularly recognise the need to attend to the voices of those most marginalised and wounded by the Church.
- Rebuild trust by listening to the Holy Spirit in prayer, accompaniment and synodal discernment.
- Work together to establish a culture in which our churches are safe places, especially for children and those who are vulnerable for whatever reason. Safeguarding is the responsibility of all.
- Establish a culture whereby our wounds and struggles are acknowledged, our concerns explored, and our voices listened to with respect.
- Resolve differences through just processes that are in keeping with Gospel values.
- Be generous in offering our personal gifts and talents to serve our local communities and the wider diocesan family.

For wisdom, unity and discernment, St Hilda, pray for us.



Commitment 3: *Forming and Developing People for Mission.*

“After this the Lord appointed seventy-two others and sent them on ahead of him, two by two, into every town and place where he himself was about to go... Therefore pray earnestly to the Lord of the harvest to send out labourers into his harvest.” (Luke 10:1,2)

As a diocese, we are committed to the importance of formation for all the baptised throughout the whole of our lives so that we may all grow in our shared vocation to holiness and evangelisation. We are called to:

- Be open, as lay and ordained people, to being formed by one another as we discern new ways to be co-responsible for mission.
- Give special attention to the accompaniment and formation of young people and their families, being open to being guided by them.
- Value, support and develop the active service of the laity. Recognising that formation is vital for the flourishing of people's faith and for developing particular ministries in the Church and the world.
- Work together to enable bishop, priests and deacons to be centred daily on the preaching and teaching of the Gospel and the sacramental life of the Church; offering support and formation to maintain their well-being, fellowship and ongoing development.
- Build ever closer connections between home, parish, schools, chaplaincies, and our youth services, and share resources and expertise.
- Discern the development of appropriate ministries and structures in a changing context, being intentional and specific about our formation needs at both diocesan and parish level.

For knowledge, understanding and evangelisation, St Bede, pray for us.

Commitment 4: *Living Justly and Caring for Our Common Home.*

“...what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?” (Micah 6:8)

Jesus identified himself with the poor and those rejected by society. He came to proclaim good news to the poor and commands the Church to continue His mission. We are called to:

- See Christ in the poor and marginalised; to have a preferential option for the poor as we seek to make God's love present in practical, concrete ways.
- Respond to the cry of the earth and care for our common home by living and ministering sustainably. To be advocates and stewards for climate and biodiversity justice.
- Be advocates for social justice at home and abroad, living and ministering in accordance with Catholic Social Teaching.
- Listen to, be changed by, and amplify the voices of those who are marginalised.
- Be advocates of human rights that flow from and uphold the dignity of the human person made in the image and likeness of God.
- Work against racism, misogyny, homophobia, and all other prejudices which attack human dignity and weaken the body of Christ.
- Work with our sisters and brothers of all faiths and none to live justly and care for our common home.

For justice and care for our common home, St Cuthbert, pray for us.

These priorities are interwoven and interconnected. There is no true formation without encounter, no growth in communion without justice, and no healing of relationships, which does not also draw us closer to the Lord.

**We entrust the future of our diocesan family to our patron,
Blessed Lady Immaculate, pray for us.**

