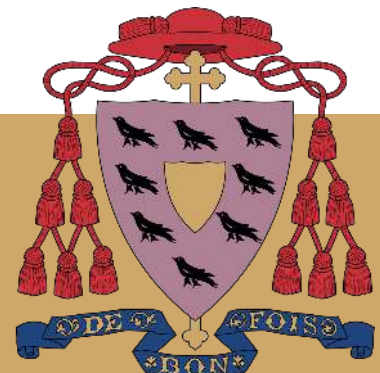


Applicant Information Pack



Bishop Chadwick
Catholic Education Trust



Welcome

Dear Applicant

Thank you for the interest you have shown in our Trust

The community of Bishop Chadwick Catholic Education Trust is a living body made up of many parts. Our academies work collaboratively as we seek to achieve cohesion without uniformity, understanding that each one is a unique community. Schools are at the heart of communities and our academies provide the opportunity to achieve academic excellence, contribute hugely to the development of our communities and show the face of Christ to all.

Our Trust passionately believes that every person should have the opportunity to become the best version of themselves and by working in partnership we can achieve great things. Working as part of the central team or in one of our schools you will be an integral part of our Trust and we hope we will provide you with the support, professional development and other tools to allow you to flourish in your chosen role.

I hope you will take the opportunity find out more about us via our website www.bccet.org.uk.

I welcome you to contact the team if you have any questions or queries, details for which can be found in the supporting information section of this pack. This is an important role within our Trust to work as a team to create Better Schools, Better Communities and Better Futures in Christ.

I look forward to reading your application.



Mr Brendan Tapping
Chief Executive Officer



About us

Our Schools

English Martyrs Catholic Primary
Our Lady of Lourdes Catholic Primary
Our Lady of the Rosary Catholic Primary
SS Peter and Paul Catholic Primary
St. Aidan's Catholic Academy
St. Aloysius' Catholic Juniors
St. Aloysius' Catholic Infants
St. Anthony's Girls' Catholic Academy
St. Bede's Catholic Academy, South Shields
St. Bede's Catholic Primary, Jarrow
St. Bede's Catholic School & Byron Sixth Form
St. Cuthbert's Catholic Primary, Sunderland
St. Cuthbert's Catholic Primary, Seaham
St. Godric's Catholic Primary
St. Gregory's Catholic Primary

St. James' Catholic Primary
St. John Bosco Catholic Primary
St. Joseph's Catholic Primary, Millfield
St. Joseph's Catholic Primary, Blackhall
St. Joseph's Catholic Academy, Hebburn
St. Joseph's Catholic Primary, Jarrow
St. Leonard's Catholic Primary
St. Mary's Catholic Primary, Sunderland
St. Mary's Catholic Primary, Jarrow
St. Mary's Catholic Primary, Wingate
St. Mary Magdalen Primary
St. Matthew's Catholic Primary
St. Oswald's Catholic Primary
St. Patrick's Catholic Primary
St. Wilfrid's RC College

Working for us

Bishop Chadwick Catholic Education Trust is a great place to work. We have fantastic students and all our staff are the best in their field so you will be working with colleagues who are dedicated, professional and passionate. We strive to be the employer of choice in the region and offer a wide range of benefits for our staff.

Competitive Salaries 	Generous pension schemes (Teachers/Local Government) 	High quality professional development opportunities 	Career progression opportunities across the Trust 
All employees can access counselling, physio services and flu immunisation vouchers 	Commitment to national T&C's for all staff in line with the Bishop's memorandum of understanding for Catholic Schools. 	Real Living Wage paid as minimum 	Workload Charter 

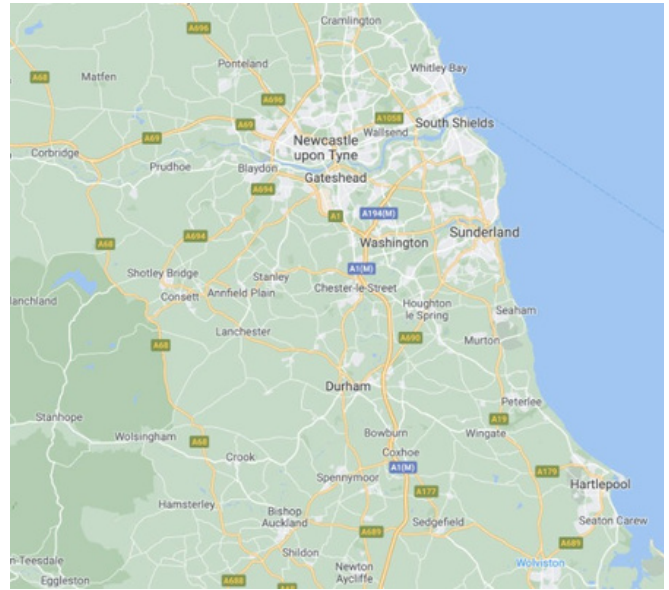


About us

Our Trust

Our Trust is rooted in the Catholic faith. Our Trust's community lives by Gospel values and takes inspiration from our historical links to Northern Saints, the Sisters of Mercy, the Christian Brothers and Bishop Chadwick.

Working in partnership with the Diocese of Hexham and Newcastle, our parishes, the Local Authorities in which our schools are located and our communities, we will help to make the areas we serve to be better places to live and work.



Our Trust includes both primary and secondary schools serving the communities of East Durham, South Tyneside and Sunderland along the A19 corridor. Our schools are based in the towns and villages of East Durham; the metropolitan borough of South Tyneside; and the city of Sunderland.

Our Aim

The aim of Bishop Chadwick Catholic Education Trust is to provide an outstanding education for all pupils attending schools within the Trust.

Our Vision

As a family of schools inspired by Christ, we aim to enable each individual to fulfil their God given potential. Excellence for everyone through learning, respect and partnership is at the heart of our Trust.

Our Values

Gifts - Support and encourage all members to enable them to fulfil their potential.

Respect - Created in the image of Christ and treated with equity and fairness.

Aspiration - Supporting people to be the best they can be, ensuring the needs of every individual are met.

Celebration - Recognition and acknowledgement of all our successes.

Community - One spirit, one community, one team.

Excellence - Achieve excellence in everything we do.



Supporting Information - non-teaching roles

How to apply

Completed application forms should be submitted by email to recruitment@bccet.org.uk by the published deadline. Emailed applications are required and CVs will not be accepted.

Selection process

Details of interview requirements will be shared after closing date.

Salary

Salary information for the post will be on the post documents. You will be paid monthly on the 25th of each month.

Pension

On joining the Trust you will automatically be included into the Local Government Pension Scheme (LGPS) unless you are employed on a contract for less than 3 months. If you are already a member of the LGPS pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary.

Medical Clearance

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

Annual Leave

For non-term time only support staff (those working a full year), your annual leave entitlement will be 26 days if you have less than 5 years continuous service or 31 days if you have more than 5 years continuous service. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement. Annual leave is to be taken during school closure periods. There is a requirement to use annual leave from your entitlement to cover the two week school closure period over Christmas and New Year (minus the bank holidays).

Probation

If you are a new entrant to the Trust your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

Notice: Senior Executive Staff

For support staff, the minimum period of notice you must give the Trust depends upon the grade for your post and will be set out in your contract of employment. The standard notice period is 1 month. Employees paid Spinal Column Point 33 or above are required to provide 3 months notice.

Terms and Conditions

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services / Teachers' Pay and Conditions Document.

Queries/Visits

To have an informal, confidential discussion about the post with Mr B Tapping, CEO or to arrange a visit to the school please email Mrs D Mollon, Executive Assistant, at dmollon@bccet.org.uk

General

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.



Supporting Information - teaching posts

How to apply

Completed application forms should be submitted by email to recruitment@bccet.org.uk by the published closing date. Emailed applications are required and CVs will not be accepted.

Selection process

Details of interview requirements will be shared after closing date.

Salary

Salary information for the post will be on the post documents. You will be paid monthly on the 25th of each month

Pension

On joining the Trust you will automatically be included into the Teachers' Pensions Scheme (TPS) unless you are employed on a contract for less than 3 months. If you are already a member of the TPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary.

Medical Clearance

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

Annual Leave

For non-term time only support staff (those working a full year), your annual leave entitlement will be 25 days if you have less than 5 years continuous service or 30 days if you have more than 5 years continuous service. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement. Annual leave is to be taken during school closure periods. There is a requirement to use annual leave from your entitlement to cover the two week school closure period over Christmas and New Year (minus the bank holidays).

Probation

If you are a new entrant to the Trust your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

Notice : Headteachers & Teachers

- to leave by 31 December, notice must be given before by 30 September,
- to leave by 30 April, notice must be given before 31 January,
- to leave by 31 August, notice must be given before 30 April.

Terms and Conditions

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services / Teachers' Pay and Conditions Document.

Queries/Visits

To have an informal, confidential discussion about the post with Mr B Tapping, CEO or to arrange a visit to the school please email Mrs D Mollon, Executive Assistant, at dmollon@bccet.org.uk

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