



Bishop Hogarth

Catholic Education Trust

Shaping Futures, Fulfilling Dreams

Applicant Information Pack

COMPLIANCE OFFICER





35 ACADEMIES
30 Primaries, 5 Secondaries



1,700+
MEMBERS
OF STAFF



80 TRAINEE
TEACHERS

Enrolled with Carmel
Teacher Training
Partnership (CTTP)
each year



11 HUBS &
PARTNERSHIPS

In Partnership with Carmel
Professional Training Centre
(CPTC)



21 OUTSTANDING
Diocesan Inspection Reports



2 NATIONAL
LEADERS OF
EDUCATION
(NLEs)



32 EVIDENCE
LEADS IN
EDUCATION
(ELEs)

10 OUTSTANDING
Academies, Sixth Forms
and Partnerships



Christ at the centre
**Bishop
Hogarth**
Catholic Education Trust
Children at the heart

Our Virtues, Vision and Values

Our Vision

Our schools will be places of excellence. We provide services to children, their families, and the wider Catholic community. We are a family of schools that enriches the learning and experience of all our young people so they may achieve their full potential.

Our Values

The following values underpin everything the Trust and our Schools will do:

BEING just and responsible:

We seek to act justly, fairly, and responsibly in all our relationships to ensure 'The Common Good' is upheld.

PROMOTING spiritual and human development:

We believe a knowledge of and a personal relationship with Christ gives meaning and purpose to our lives.

ACHIEVING quality in teaching and learning:

We believe everyone should gain dignity and self-worth through quality teaching and learning, which allows all in our school community to excel.

SHOWING respect for every person:

We believe that all are created in the image of God and therefore we will respect the unique and intrinsic value of every person, promoting equality and celebrating diversity.

CREATING community:

We believe our schools to be faith communities where Gospel values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need.

COMMUNICATING:

We value the views and opinions of the communities whom we serve and will actively engage and respond.

Our Virtues, Vision and Values





Bishop Hogarth

Catholic Education Trust

Bishop Hogarth Catholic Education Trust has
overarching accountability and governance of 35 academies



Blessed John Duckett

Tow Law



Carmel College

Carmel College

Darlington



English Martyrs

Hartlepool



Holy Family

Darlington



OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Our Lady & St Bede

Stockton



Our Lady & St Thomas

Willington



Our Lady of the Most Holy Rosary

Billingham



Sacred Heart

Hartlepool



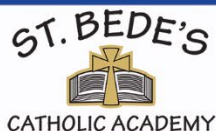
St Augustine's

Darlington



St Bede's

Darlington



St Bede's

Stockton



St Bega's

Hartlepool



St Chad's

Bishop Auckland



St Charles'

Tudhoe



St Cuthbert's

Crook



St Cuthbert's

Hartlepool



St Cuthbert's

Stockton



St Gregory's

Stockton



St John's

Bishop Auckland



St John the Evangelist

Billingham



St John Vianney

Hartlepool



St Joseph's

Billingham



St Joseph's

Coundon



St Joseph's

Hartlepool



St Joseph's

Newton Aycliffe



St Joseph's

Norton



St Mary's

Barnard Castle



St Mary's

Newton Aycliffe



St Michael's

Billingham



St Patrick's

Stockton



St Paul's

Billingham



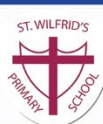
St Teresa's

Darlington



St Teresa's

Hartlepool



St Wilfrid's

Bishop Auckland



St William's

Trimdon

Local Area



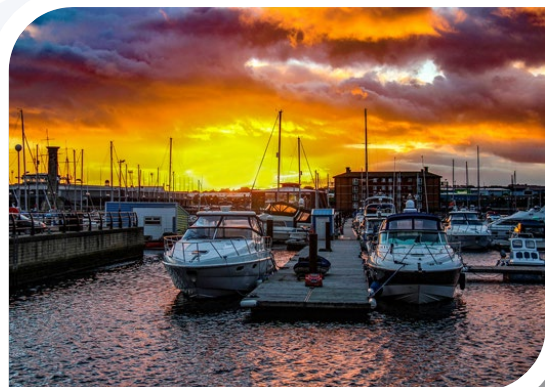
The Northeast of England is a region rich in contemporary culture, historical attractions, World Heritage Sites, and dramatic landscapes, all easily accessible from land, sea, and air.

Throughout the Northeast, the towns, villages, and countryside all have plenty of activities, art, and culture to soak up. Barnard Castle is home to the Bowes Museum. Travel back in time at Hartlepool's Historic Quay with spectacular HMS Trincomalee. Darlington's Head of Steam Museum celebrates this region's history as the birthplace of steam rail, while the Hippodrome Theatre and Hullabaloo are at the forefront of contemporary theatre; in fact, the Hullabaloo is the only dedicated children's theatre outside of London.

The Northeast of England is served by a wide transport network and is one of the most accessible regions within the UK.

This area is also famed for the quality of its further education, with five local, internationally recognised universities, providing excellence opportunities and world class research facilities.

There is a rich heritage and a deep sense of passion and pride for the local area amongst residents. To find out more, see: <https://www.visitnortheastengland.com>



Employee Benefits

We strive to provide an excellent working environment for all of our staff. Here are some of the benefits that we offer:



Wellbeing Services

All employees within Bishop Hogarth Catholic Education Trust have access to wellbeing services, which include: self-referral to counselling, physiotherapy/ MSK services, stress coaching and long covid support.



Cycle to work scheme

All staff can access our cycle to work scheme, which allows them to purchase bikes and accessories as part of a salary sacrifice scheme, saving on tax in the process.



Flexible Working Ambassador School Ethos

Carmel College, one of our member schools, was chosen by the DfE to support schools and teachers in the North of England as a Flexible Working Ambassador School. Benefits range from more flexible approaches to staffing, particularly in terms of teacher retention and staff wellbeing. This school-to-school support and ethos cascades outwards across all our Trust schools.



Pension

The Trust offers two excellent defined benefit pension schemes depending on the type of role undertaken, both of which employees are automatically enrolled into. Teaching staff are eligible to join the Teachers' Pension Scheme while Support staff may join the Local Government Pension Scheme. Further details will be provided on appointment.



Our other offerings to you include:

- The opportunity to join a network of schools with enthusiastic, confident, and happy children.
- A large faith-based community, with a diverse culture of people of all beliefs.
- Excellent collaboration between schools within the Multi Academy Trust.
- Opportunities to learn from a supportive and trusting network of leaders.
- An exceptional team of people to work alongside.
- Opportunities to engage in high quality continuous professional development.

Job Advert

Bishop Hogarth Catholic Education Trust would like to appoint

COMPLIANCE OFFICER

**Band 8
£27,852 – £30,153 P.A**

37 Hours per week

Wholetime, Permanent

Closing Date: Friday 12th May
2023, 9:00am

Contact Details:

Julian Kenshole

Tel: 01325 523418

Email kensholej@bhcet.org.uk

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.

We are looking to appoint a Compliance Officer to join the Trust Central Team. This is a post that allows for hybrid/ flexible working, and is essential for the postholder to travel independently to the schools within our Trust.

Bishop Hogarth Catholic Education Trust is a recently expanded Multi-Academy Trust comprising of 35 schools comprising of 5 secondaries, 3 with sixth forms and 30 primary schools.

This is an exciting new post that offers the successful candidate the opportunity to develop their career within corporate governance and management and to progress within the organisation.

The successful candidate will be an integral part of the governance process within the Trust, working alongside the Governance Manager and Director of Governance to deliver a cohesive programme of support enabling strong corporate governance.

You will be responsible for:

- Carrying out internal compliance checks to ensure that academies are working to Trust policies, procedures and practices.
- Monitoring academy self-assessments against Trust expectations to identify areas of non-compliance.
- Recommending corrective actions and service improvements.

At Bishop Hogarth Catholic Education Trust we offer:

- Dedicated staff working across the Trust.
- A supportive and challenging Trust Board of Directors.
- A strong support network and an environment that strongly encourages CPD.
- An excellent Local Government Pension Scheme.
- A flexible, family friendly, work environment.
- 32 days holiday entitlement plus bank holidays.

For further information please contact Julian Kenshole, Director of Governance on kensholej@bhcet.org.uk or visit www.bhcet.org.uk/vacancies to download the application form.

Application forms should be returned to recruitment@bhcet.org.uk

JOB DESCRIPTION

JOB TITLE: Compliance Officer

SALARY RANGE: Band 8

RESPONSIBLE TO: Governance Manager

JOB PURPOSE:

- To support the development and consistent implementation of Trust policies and procedures to ensure that best practice is in place in all academies across the Trust;
- To ensure compliance with relevant legislation, Trust policies, procedures and guidance.

JOB SUMMARY

1. To support the process of self-evaluation and compliance activities and carry out internal compliance checks to ensure that academies are working to Trust policies, procedures and practices, including statutory requirements;
2. To monitor and analyse academy self-assessment against Trust expectations and to identify areas of non-compliance;
3. To recommend corrective actions and service improvements.
4. To liaise with the Finance Team regarding internal audit as required, ensuring that any recommendations for specific academies are implemented in all Trust academies;
5. Produce reports and data for Trust Leaders, Directors & Governors demonstrating that statutory and Trust expectations are being met;
6. To support the Governance Manager in the coordination of responses to both Subject Access Request under Data Protection Act 2018 and Freedom of Information and in conducting/reviewing information asset audits;
7. To support the Governance Manager in ensuring that school websites and the Trust website is compliant with all statutory requirements;
8. To support the Governance Manager in maintaining an up-to-date operational risk register for each school;
9. To support the Data Manager in undertaking data quality checks;
10. To support key staff joining the Trust to ensuring they are aware of relevant Trust policies, procedures and practices.

General

11. Participate in wider Trust meetings and working groups, as required;
12. Support the Trust's mission, vision, values, and strategic objectives;
13. Implement the Trust's Equality and Diversity policies and work actively to overcome discrimination on the grounds of all protected characteristics;
14. Implement the Trust's safeguarding policies and practices.;
15. Contribute to the Trust's commitment to continuous improvement as identified in the Trust's quality assurance systems.
16. Ensure that data is handled in line with the General Data Protection Regulations.

BISHOP HOGARTH CATHOLIC EDUCATION TRUST

PERSON SPECIFICATION

POST TITLE: Compliance Officer

GRADE: Band 8

	ESSENTIAL	DESIRABLE	Stage identifies
Qualifications & Education	<ul style="list-style-type: none">NVQ Level 3 qualification in relevant discipline or equivalent relevant experience for the role	<ul style="list-style-type: none">A degree and/or professional qualification relevant to the post	Application form Certificates
Experience & Knowledge	<ul style="list-style-type: none">Experience of providing advice and support to key stakeholders on good practice regarding compliance measuresKnowledge of data protectionSignificant level of administrative experience demonstrating skills in a wide variety of administrative processesExperience of successfully building relationships with stakeholdersExperience of utilising IT systems, including Microsoft Word, management information systems or similarExperience of designing and developing administrative and organisational systemsExperience of preparing reports / presentations and communicating information	<ul style="list-style-type: none">Understanding of relevant legislation and regulatory requirements underpinning the education and academies sectorKnowledge of the Education Sector and associated policy developmentsExperience of quality assurance, contract compliance and performance managementKnowledge of Keeping Children Safe in Education	<ul style="list-style-type: none">Application formInterviewReferences
Skills	<ul style="list-style-type: none">Excellent interpersonal skills and organisational skillsExcellent numeracy/ literacy skillsAble to interpret advice/statute to devise policies/practice in the light of theseAbility to problem solve and anticipate issues		<ul style="list-style-type: none">InterviewReferences
Personal attributes	<ul style="list-style-type: none">Able to work under pressure and meet competing deadlinesPersonal resilienceProfessional and respectful approachAble to work on own initiative as well as part of a team		<ul style="list-style-type: none">InterviewReferences

	<ul style="list-style-type: none"> • Flexible approach to work • Willing to participate in training and development • Committed to the principles of Equality and Diversity • Commitment to safeguarding and promoting the welfare of children and young people 		
Special Requirement	<ul style="list-style-type: none"> • Enhanced DBS clearance • Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy • Can meet the travel requirements of the post (multi-site visits) • The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post 		<ul style="list-style-type: none"> • DBS check • Application form • Interview

How to apply

Application forms and supporting documents can be found on bhcet.org.uk/vacancies

Collective Agreements

The conditions applicable to your post are those contained in the school teachers' pay and conditions document and the conditions of service for school teachers in England and Wales ('The Burgundy Book') and in other relevant documents which are issued nationally from time to time.

General

The successful candidate will be required to complete a medical form and required to provide proof of eligibility to work in Great Britain in accordance with the Asylum and Immigration Act 1996, before employment may commence.

An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.

Shaping Futures, Fulfilling Dreams



Bishop Hogarth Catholic Education Trust

c/o Carmel College
The Headlands
Darlington
Co. Durham
DL3 8RW

Telephone: (01325) 254525



www.bhcet.org.uk