



April 2019

Dear Applicant

Deputy Head of School

Thank you for expressing an interest in the above vacancy at St Gregory's Catholic Academy, a member of the Carmel Education Trust.

St Gregory's is a popular and successful primary academy maintaining high standards and strong academic results within a vibrant environment of learning and pastoral care.

All members of the Trust benefit from strong ethos and quality governance. The aim of Carmel Education Trust is to provide a practical and moral purpose to the furthering of education, giving strength and a collective responsibility for the educational welfare of pupils in our schools. Establishment of the Trust has formalised the collaboration between schools sharing a vision to provide the best possible outcomes for all our children.

Carmel's Teaching School status and its strong links with the Department for Education mean that professional development of staff is central to the work of the Trust.

This is an exciting time for all the schools in our Trust, and in particular St Gregory's, where a new Head of School, Marie Best, will join us in September 2019.

I would encourage you to visit St Gregory's and I or the Deputy CEO Mike Shorten will join you and introduce you to our Interim Executive Headteacher and Acting Headteacher, staff and students. Please contact Hayley Wooding on 01325 523414 or hwooding@carmel.org.uk to make arrangements.

In the meantime, the following documents are provided for your information:-

1. Leadership Application Form
2. Notes to Applicants
3. Rehabilitation of Offenders Act 1974 – Disclosure Form
4. Recruitment Monitoring Form
5. Job Description
6. Personal Specification
7. Equality Act 2010 Reasonable Adjustments Statement
8. Diocese of Hexham and Newcastle Briefing Note on Practising Catholic

For your information Directors have agreed the following key dates, although please be aware they may be subject to change:-

Closing Date – 10 May 2019 at 1 pm

Shortlisting – 14 May 2019

Interviews – 21 May 2019

Please send completed application forms to myself at Carmel Education Trust, The Headlands, Darlington, DL3 8RW

On behalf of the Directors I very much look forward to receiving your application and in the meantime if you require any further information please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Regan'. The signature is fluid and cursive, with the first letter 'M' being prominent and the last letter 'n' having a long, sweeping tail.

Maura Regan OBE, DL
Chief Executive Officer

Enclosures