

Diocese of East Anglia

Deputy Director of Schools



Recruitment Information Pack

Deputy Director of Schools – Overview

Job Purpose

Following the retirement of the current post holder, the Diocese of East Anglia, seeks to appoint a talented Deputy Director to join our small and hardworking Schools' Services team. We are committed to the provision of high quality Catholic schools. The Deputy Director will need to work closely with the Diocesan Schools' Commission and the Schools' Service team to support the strategic development, promotion and effectiveness of Catholic education in the Diocese.

This is an exciting time to become a member of our team as we seek to address our Diocesan needs in a rapidly changing education landscape. As a provider of Catholic education we are committed to celebrating the Catholic nature of our schools as communities of faith. We recognise the crucial importance of our schools as integral to the mission of the Church.

In the Diocese there are 29 schools located across, Norfolk, Suffolk, Cambridgeshire and Peterborough. Our schools are strengthening their collaborative working through cluster arrangements. Our first Catholic Multi Academy Trust (CMAT) has recently been established and other schools in the Diocese are working towards the conversion process. Our hope is that all our schools will be part of a number of CMATs in the Diocese, emphasising their close interdependence and offering them mutual strength and support. Achieving our Diocesan vision requires support and drive from the centre. We seek a Deputy Director who will take the strategic lead as we move towards Academy status and Catholic MATs.

At all times, our schools must serve as a witness to the Catholic faith in our Lord Jesus Christ. The post, therefore, requires a practising Catholic who can lead by example.

Salary: £56,000 - £62,000 (starting point dependent on experience)

Location/Office base: Diocesan Offices, Poringland, Norwich but there will be extensive travel throughout the Diocese.

Required: 1 September 2016 (or as soon as possible after that date)

Closing Date: 19 May 2016 (12 noon)

Interviews: 26 May 2016 (Diocesan Offices)

The Diocese of East Anglia is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure Check from the Disclosure and Barring Service (DBS).

Deputy Director of Schools – Job Description

1. General

- To work positively within a small Diocesan Schools' Service team and with other Curial staff.
- To actively support the Director of Schools and deputise, as required
- To contribute to the strategy, direction and development of the Diocesan Schools' Service.

2. Academies and Catholic MATs

- To provide a strategic lead in developing academies and the Diocesan Catholic Multi Academy Trusts (CMATs) programme. This will require close liaison with local authorities (LAs), the Regional Schools Commissioner (RSC) and the Department for Education (DfE).
- To work closely with schools in developing academies and Diocesan CMATs.
- To work closely with Diocesan legal advisers on matters of academy conversion.
- To support the Director of Schools in the recruitment and training of appropriate CMAT directors.

3. Advice, Guidance and Support

- To work with the Director of Schools in providing advice and support to schools and governing bodies in the recruitment and appointment of head and deputy headteachers and other senior staff.
- To provide or commission legal advice on school matters, where appropriate for the Diocese.
- While not having the main responsibility for performance, we expect the Deputy Director to work with the other members of the Schools' Service team in engaging with schools and ensuring that they provide the best education that is possible. Where standards are not being achieved, to work with governors and other agencies (LAs, Ofsted, RSC, etc.) to remedy difficult issues.

4. Communication, Collaboration and Partnership

- To provide regular and effective communication with headteachers, governing bodies and local clergy, as appropriate.
- To report regularly to the Director and the Diocesan Schools' Commission.
- To sustain the links with the education services of other dioceses, the diocesan Schools Commissioners and the Catholic Education Service.

- To maintain regular and effective co-operation with LAs, the RSC, the DfE and other bodies that are engaged with our schools.
- To promote and support effective partnership in response to national and local contexts.

5. Director/Governor Development

- To work with the Schools' Service team to provide support and training to governors and MAT directors.
- To provide support to schools to ensure compliance with current legislation.
- To liaise with providers to develop new training materials.

6. Other

- To liaise with the Assistant Director of Schools regarding provision, policy and guidance for schools as appropriate.
- To attend meetings of the Diocesan School's team and the Diocesan Schools' Commission.
- To carry out any other duties or responsibilities as may be reasonably requested by the Director of Schools.

The Diocesan Schools' Commission will periodically carry out a strategic review of its role, in the light of education changes and demands. As a result of this, the current job description could be amended at any stage.

Deputy Director of Schools – Person Specification

Faith commitment, Qualifications and Experience

- Practising Catholic
- Knowledge of the Church's educational aims and purposes
- Sound understanding of the distinctive nature of Catholic education
- Graduate with a professional teaching qualification
- Successful experience in senior leadership/management at school or advisory level
- Detailed current knowledge of national and local education policy

Professional Skills and Abilities

- The ability to work as part of a small but effective team
- The ability to find imaginative and creative responses to problems, challenges and new opportunities
- Capable of working co-operatively with members of the Diocesan Curia and liaising with national bodies and a range of educational professionals within the Diocese
- Deep understanding of the impact of change on individuals and organisations
- Extensive knowledge and understanding of Multi Academy Trust policy and the responsibilities of Academy Trust Boards

Personal Qualities and Attributes

- Ability to provide vision, direction and leadership in Catholic education within the Diocese
- Excellent interpersonal and communication skills
- Ability to motivate individuals and teams
- Mature and co-operative leadership and management skills
- Excellent written and verbal communication skills
- Commitment to collaborative and collegiate working
- Reliable and self-reliant practitioner
- Highly motivated and confident
- Sense of humour

- Integrity and commitment
- A positive role model at all times
- Enthusiastic, sensitive, flexible and hardworking with an ability to remain calm
- Good stamina and physical health
- A current valid driving licence
- Use of own private transport to travel independently throughout the Diocese

Deputy Director of Schools – Terms and Conditions

Responsible To: Director of Schools.

Contract: This is a full-time, permanent position subject to a probationary period of 6 months. The employer is the Diocese of East Anglia. There is a genuine occupational requirement for the post holder to be a practising Catholic.

Working Time: Flexibility will be expected in terms of working hours. The post holder will be expected to work out of office hours including evenings and weekends from time to time, in order to meet the reasonable requirements of the post.

Location: The post holder will be based at the Diocesan Offices at Poringland, Norwich. The nature of the role requires regular travel around the Diocese and sometimes beyond. The post holder is expected to have access to private transport.

Annual Leave: 25 days plus statutory public holidays.

Pension: Diocesan Scheme available after probationary period is concluded.

Expenses: Travel and other work-related expenses will be paid in line with Diocesan policy.

Notice Period: 3 months.

Right to Work: The post holder must have proof of the right to reside and work in the UK.

Deputy Director of Schools – Application Process

Applicants are encouraged to visit the Diocese by prior arrangement and chat informally about the role.

Please contact: **Julie O'Connor** (Director of Schools)
joschools@east-angliadiocese.org.uk – 07747-698524

The Diocesan Offices
21 Upgate
Poringland
Norwich
Norfolk
NR14 7SH

- A Recruitment information pack, containing the application form can be found on the Diocesan website or by emailing Jane Austin - ssc@east-angliadiocese.org.uk
- Please complete the application form in full.
- Include a supporting statement of no more than 2 sides of A4.
- Send/email your completed application to the Director of Schools (details above).
- **Closing date** - 19th May 2016 (12 noon)
- **Interview date** – 26th May 2016 (Diocesan offices)