

**DEPUTY DIRECTOR OF SCHOOLS SERVICE
CATHOLIC DIOCESE OF EAST ANGLIA**



Deputy Director of Schools' Service – Overview

Job Purpose

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. Our current Director of Schools' Service is retiring and we are delighted to have appointed her successor, Dr Andy Stone, who takes up post in September 2022.

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 28 schools located across, Norfolk, Suffolk, Cambridgeshire and Peterborough. We have two Multi Academy Trusts: St John the Baptist Trust currently has 9 Primary schools and 1 High school with a Sixth Form; Our Lady of Walsingham Trust currently has 5 Primary schools and 1 High school with a Sixth Form. From September we will have 8 Voluntary Aided schools, 2 Inter-Church schools and 2 Independent schools.

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. We seek a Deputy Director who can take the strategic lead on the new Religious Education Curriculum Directory, the New Denominational Inspections framework and the Relationship and Sex Education Curriculum. At all times, our schools must serve as a witness to the Catholic Faith and to achieve this vision requires support and drive from the centre.



Job Details

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. There will also be opportunities for some remote working

Start Date: 1 September 2022 (or as soon as possible after that date)

Reporting to: The Director of Schools' Service

Working hours: Full time. Some evenings and weekend hours from time to time, in order to meet the reasonable requirements of the post

Annual Leave: 28 days, plus statutory Bank holidays

Probationary period: 6 months

Notice period: 3 months

Closing Date: 17th May 2022 (12 noon)

Interviews: 25th May 2022 (Diocesan Offices)

There is a genuine occupational requirement for the post holder to be a practising Catholic.



Deputy Director of Schools' Service – Job Description

The Catholic Diocese of East Anglia is very large geographically, small in the number of schools but wide in its influence and impact across the education sector. You will be a knowledgeable, enthusiastic communicator with excellent people skills and a passion for education. You may already work within our community of schools or you may be new to our diocese. Either way, your application will be most welcome

Under the authority of the Bishop, the Schools' Service provides strategic leadership and management for the education functions of the Diocese. Catholic Education is a core element of the Church's mission and ministry, and the Schools' Service Team will support the Bishop's strategic vision. The Team is required to ensure that the education provided by every school is authentically Catholic and of an excellent standard for all those children and young people in our care.

1. General

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

2. Religious Education, Denomination Inspection and Relationships and Sex Education (RSE)

- To provide guidance and a strategic lead in areas of Catholic life, RSE and Denominational Inspections, for our schools and Trusts.
- To lead on providing strong training and support to schools in all these areas.
- To support the Director of Schools' Service in the recruitment and training of appropriate Inspectors.
- To support schools and MATs in the recruitment of leaders in Religious Education.
- To provide the Director of Schools' Service with regular and accurate information about the provision of Religious Education in all diocesan schools.
- To oversee a robust and sustainable Catholic School Inspection service in the Diocese of East Anglia which is, at all times, in keeping with the

National Framework established by the Bishops' Conference of England and Wales.

- To oversee and implement the administration of Catholic Schools' Inspections, including accurate and efficient pre- and post- inspection processes such as notification procedures, the quality assurance of reports and the management of complaints.
- To liaise regularly with our Trusts, RE leads, Lay and Clergy chaplains, providing ongoing support in order to achieve the diocesan vision for Catholic Education and Mission.

3. Formation and Leadership

- To provide opportunities for formation and development to inspire and sustain all Staff, Leaders, Directors and Governors in their roles in Catholic Education.
- To promote best practice and a climate of excellence in our schools in collaboration with our Trusts and school leaders.

4. Advice, Guidance and Support

- To work with the Director of Schools' Service 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 our Trusts, Head Teachers, Governors and other agencies (LAs, Ofsted, RSC, etc.) to remedy difficult issues.

5. Communication, Collaboration and Partnership

- To provide regular and effective communication with our Trusts, headteachers, governing bodies and local clergy, as appropriate.
- To report regularly to the Director of Schools' Service 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.

6. Other

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

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' Service – 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, with evidence of ongoing professional development

Understanding of Primary School Leadership and Education.

Successful experience in senior leadership/management at school

Evidence of leadership in Religious Education and Catholic Life, particularly with the Primary School sector

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

Detailed understanding of Keeping Children Safe in Education 2021

Personal Qualities and Attributes

A practising Catholic

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

Ability to maintain confidentiality in all matters

Integrity and commitment, with the ability to appreciate and manage sensitive educational/diocesan matters

A positive role model at all times

Enthusiastic, sensitive, flexible and hardworking with an ability to remain calm

A current valid driving licence

Use of own private transport to travel independently throughout the Diocese

Deputy Director of Schools' Service – Terms and Conditions

Responsible To: Director of Schools' Service.

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: 28 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' Service – Application Process

If you wish to discuss this post, or need any further information, then please arrange an informal chat by calling Jane Delph on 01508 495509, or email her at ssc@rcdea.org.uk

Visits to our Diocese, prior to application, are warmly welcomed and this can be arranged by contacting Jane Delph at the above address.

The candidate pack and application form can be downloaded at: www.rcdea.org.uk/vacancies

All completed applications should be returned to Jane Delph at ssc@rcdea.org.uk.

Closing date: Noon 17th May 2022

Interviews: 25th May 2022

The Catholic Diocese of East Anglia

Diocesan Offices, 21 Ugate, Poringland, Norwich, NORFOLK, NR14 7SH