

**CATHOLIC DIOCESE OF EAST ANGLIA**

**DIRECTOR OF SCHOOLS' SERVICE**





## Director of Schools' Service Overview

### Job Purpose

The Diocese of East Anglia seeks to appoint a talented Director of Schools' Service to lead our small and hardworking Schools' Services team. We are committed to the provision of high-quality Catholic education across our Diocese and work closely with all our schools and with our two well-established Catholic Multi-Academy Trusts in this shared endeavour. The Director will work closely with the Diocesan Schools' Commission and the Schools' Service team to support the strategic development, promotion and effectiveness of Catholic Education across the Diocese.

This is an exciting time to lead the Schools' Service as we seek to address our Diocesan needs in a rapidly changing education landscape. We expect almost all our maintained primary and secondary schools to have joined one of our two successful Catholic MATs by September 2025 and we are actively considering the opportunities that full academisation will bring. The successful applicant will be tasked with implementing the Bishop's vision for Catholic education alongside the work of our Trusts and headteachers and school governors.

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 to the mission of the Church. There are 28 schools in the Diocese, located across Norfolk, Suffolk, Cambridgeshire and Peterborough.

We have two Multi Academy Trusts: The St John the Baptist Trust currently has 10 primary schools and 1 secondary school with a sixth form; Our Lady of Walsingham Trust currently has 6 primary schools and 2 secondary schools with sixth forms. Our remaining voluntary-aided schools are on a path to conversion with four schools scheduled to join one of our two Trusts by September 2025. The Diocese also shares responsibility with the Anglican Church for two joint schools, one primary and one secondary. There are also two Catholic independent schools in the diocese.

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. While our Diocese is small in the number of our schools and the schools are geographically dispersed there is a very strong sense of connectivity and the Director will be expected to build relationships with each school, with each Trust and to ensure that there is a real sense of Diocesan mission across our education system.

The Director will work closely with the CEOs of our two Diocesan MATs as well as working closely with our primary and secondary RE consultants. The Director must have a good understanding of Catholic School Inspection, the Religious Education Directory, the Prayer and Liturgy Directory and Catholic Relationships and Sex Education. He/she will have a significant role in monitoring the quality of educational provision across the diocese and will work with Trust leaders to ensure the consistent implementation of the Bishop's vision.

The schools team works flexibly and the postholder must be prepared to travel widely across the diocese, attending meetings, visiting schools, providing advice and guidance and serving as the Bishop's representative in a range of contexts.





## Details of the position

**Salary:** £82,000-85,000

**Pension details:** A Diocesan pension scheme is available

**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:** September 1<sup>st</sup> 2025

**Reporting to:** Confirm line management arrangements which includes a direct accountability to the Diocesan Bishop

**Working hours:** Full time

Some evenings and weekend hours from time to time, to meet the reasonable requirements of the post.

**Annual Leave:** 28 days, plus statutory Bank holidays. Flexible working during the school summer holiday period

**Probationary period:** 6 months

**Notice period:** 6 months

**Closing Date:** noon on 17 March

**Interviews:** w/c 24 March

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







## **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 drive the Bishop's strategic vision for education across the Diocese.
- To lead the strategy, direction and development of the Diocesan Schools' Service.
- To work closely with the CEOs of both our Catholic MATs to implement the mission of the Church in education.

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

- To work with the primary and secondary RE consultants to provide training and guidance in areas of Catholic life, RSE and Denominational Inspections, for our schools and Trusts.
- To ensure there is an effective programme of training and professional development in Catholic education for teachers and support staff in our primary and secondary schools.
- To support schools in implementing the core curriculum, in meeting the requirements of the new Religious Education Directory and the Prayer and Liturgy Directory.



- To support schools with the development of collective worship and the Catholic life of the school.
- To recruit and oversee the training and development of suitably qualified Catholic Inspection Service Inspectors.
- To support schools and MATs in the recruitment of leaders in Religious Education.
- To provide the Bishop and the Schools Commission 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 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 provide 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 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, Regional Director 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 Bishop 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 Bishop and the Director of Finance and Operations

*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.*







## **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 Catholic school leadership
- Successful experience in senior leadership/management in Catholic education
- Experience of school leadership at a senior level, preferably at headteacher level
- Evidence of leadership in Religious Education and Catholic Life
- 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 2024

### **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
- Sense of humour and a positive outlook
- 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





## Director of Schools' Service Terms and Conditions

**Responsible To:** Director of Operations and Finance; reports directly to the Bishop on schools matters.

**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 but there is the opportunity to work remotely on occasion. 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. There is flexibility in the school summer holiday period

**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:** 6 months.

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





## 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](mailto: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 below address.

The candidate pack and application form can be downloaded at [www.rcdea.org.uk/vacancies](http://www.rcdea.org.uk/vacancies)

All completed applications should be returned to Jane Delph at [ssc@rcdea.org.uk](mailto:ssc@rcdea.org.uk)

To confirm dates and timeline

**Closing date:** Noon on 17 March

**Interviews:** w/c 24 March

### The Catholic Diocese of East Anglia

**Diocesan Offices, 21 Upgate, Poringland, Norwich, Norfolk, NR14 7SH**

#### About the Diocese of East Anglia

The Roman Catholic Diocese of East Anglia serves the Catholic community across the counties of Norfolk, Suffolk, Cambridgeshire, and Peterborough. Established in 1976, the diocese is led by Bishop Peter Collins and is part of the Province of Westminster.

With parishes, schools, chaplaincies, and charitable initiatives at its heart, the diocese is committed to proclaiming the Gospel, celebrating the sacraments, and serving those in need. It works closely with clergy, religious, and lay faithful to foster a vibrant and welcoming Catholic community.

The Diocese of East Anglia actively engages in evangelisation, education, social outreach, and vocations promotion, supporting individuals in their faith journey while contributing to the wider society.

For more information, visit [www.rcdea.org.uk](http://www.rcdea.org.uk)

