



# Deputy Director of Education Candidate Pack



THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON



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**ARUNDEL & BRIGHTON**  
EDUCATION SERVICE

## Message from our Director, Education Service

Thank you for your interest in the role of Deputy Director of Education for the Diocese of Arundel and Brighton.

This is an exciting time for diocesan education. The role that Catholic schools play in their local communities has always been pivotal, but never has this been demonstrated more vividly than in the last twelve months. Every school has risen to the challenge, remaining open throughout, and supporting and nurturing the children and families within their care. They have aspired to provide the highest quality Catholic education both in person and remotely, whilst also establishing and overseeing food banks, visiting vulnerable families, making and delivering PPE for health workers and, critically, ensuring that everything is driven by Gospel values. Diocesan schools have exemplified the diocesan vision of education within Arundel and Brighton; that, empowered by a distinctive Christian ethos, schools deliver educational excellence and live out our commitment to the common good: a comprehensive vision of human flourishing where we are forming children for the transformation of society.

The Diocesan Education Service (DES) leads and supports diocesan schools on behalf of the Bishop and seeks to work collaboratively and collegiately with school leaders. The Deputy Director of Education is a key appointment and will work in close collaboration with the Director and fellow DES staff, diocesan committees, Catholic Education Trusts, Local Authorities and other agencies as appropriate in support of our Catholic identity and mission. Day to day accountability will be to the Director of Education and the successful candidate will be joining a hard-working, dedicated and accomplished team.

If you would like to discuss this role informally, please contact **Emma Colville** at **Academicis**, our recruitment partner, on [ecolvill@academicis.co.uk](mailto:ecolvill@academicis.co.uk) or by phone on **07733 628155 / 01223-90-79-79**. Please find enclosed in this pack the following information:

- Profile of the Diocese of Arundel and Brighton
- Deputy Director of Education – Job Description and Person Specification
- How to apply

I very much look forward to hearing from you,

**Marie Ryan**  
**Director, Education Service**





## Message from Bishop Richard Moth

Our schools are central to the life of the Diocese. Parents look to our schools to support them in their God-given task of educating their children in the ways of Faith.

Parents entrust their children to our schools, knowing that they will receive a sound education that is marked by the particular qualities that come from the Gospel and the Teaching and Life of the Church. Our schools are communities suffused with the Spirit of the Gospel, places where prayer and the life of Christ inform everything, where pastoral care and chaplaincy support teachers and students, where contact with the local parish is strong.

The Education Service of the Diocese has oversight of the Multi-Academy Trusts and Schools of the Diocese, ensures high-quality training for Governors and supports best practice in Religious Education, working with other Stakeholders to support the Catholicity of our schools and the central place they hold in the Mission of the Diocese.

As the Bishop of the Diocese, I see Schools as essential to the Church's Mission, places of encounter with the Person of Christ where our young people receive the education and formation that will enable them to make a vital Christian contribution to the world they are called to serve.

# Aims of the Diocesan Education Service

Bishops have extensive obligations and rights in relation to Catholic schooling in order to ensure the Catholic ethos and character of any school in the Diocese. In Arundel and Brighton, the Bishop's obligations and rights are carried out through the Diocesan Education Service.

The task of Catholic education is formation, mission and service. Catholic schools fulfil their mission by offering opportunities to engage in dialogue with others in a spirit of collaboration, so that students can come to a deeper understanding of themselves, others and God, and find meaning and purpose in their lives. It is the mission and privilege of the Diocesan Education Service to lead and serve schools in their evangelising and educational ministry.

The Diocesan Education Service aims to provide professional support to the schools of the Diocese through:

- The provision of quality information, training, advice and guidance to Headteachers, Governors, Clergy and Parents.
- Working closely with Headteachers, Governors and Academy Trusts to develop policies and services that reflect schools' real needs.
- Maintaining effective partnerships with other dioceses, the CES and Local Authorities.
- Helping schools to recruit and retain Senior Leaders, Teachers and Governors.
- Helping schools to monitor and develop their Religious Education provision.
- Supporting schools in difficulty.
- Supporting newly appointed Headteachers by induction and mentoring.
- Providing a Catholic School Inspection service.
- Encouraging productive collaboration between schools, parishes and diocesan agencies.





“With Christ at the centre, we lead and serve in partnership to secure the long-term future of Catholic education.”

# Job Description: Deputy Director, Diocesan Education Service

## SECTION 1

<b>SERVICE:</b>	Diocesan Education Service
<b>HEAD OF SERVICE:</b>	Director, Diocesan Education Service
<b>LOCATION:</b>	St Philip Howard Centre, Crawley
<b>JOB TITLE:</b>	Deputy Director, Diocesan Education Service
<b>SALARY:</b>	£65,000-£70,000 per annum according to experience
<b>QUALIFICATION:</b>	Good degree and teaching qualification
<b>POST ACCOUNTABLE TO:</b>	Director, Diocesan Education Service
<b>OTHER MAJOR CONTACTS:</b>	Governors, Headteachers and staff of schools, parents, clergy, the Bishop and Trustees, Local Authorities, Catholic Education Trusts, Diocesan Committees, officers of CESEW, staff in other diocesan departments and in other Dioceses.

## SECTION 2: JOB PURPOSE

The Deputy Diocesan Director of Education will be a member of the Diocesan Education Department, working collaboratively with the Diocesan Director of Education and team members. The post holder will share in the leadership of the Education Department and specific areas of responsibility will be agreed with the postholder.

The post holder is expected to contribute to the achievement of the Church's mission and ministry in education by sharing responsibility with the Director and other advisers for the preservation and development of Catholic Education and working to support the highest standards of education in diocesan schools and academies.

- 2.1 To delegate for and assist the Director as appropriate in the provision of an effective Education Service.
- 2.2 To support the development of Catholic schools as providers of high quality educational, religious and spiritual standards by contributing to the strategy, direction and development of the Education Service.
- 2.3 To support, advise and challenge head teachers, governors and staff of Catholic schools, through personal visits and other means of communication, in order to promote and develop the distinctiveness and effectiveness of our Catholic schools.
- 2.4 To take a strategic lead on, co-ordinate and be accountable for the impact of Catholic school Improvement work brokered and/or undertaken by the Diocesan Education Service (DES). The key driver is continued and sustained school improvement within a distinctly Catholic ethos, working directly with identified schools and in partnership with Teaching School Hubs, Catholic Education Trusts, Local Authorities and other agencies as appropriate.
- 2.5 To co-ordinate provision of professional advice and support to Governors, Headteachers and others in relation to education policy, legislation, the education system and its legal framework.
- 2.6 To oversee development, implementation and review of internal DES policy and practice.

## SECTION 3: PRINCIPAL DUTIES

### Diocesan Education Service – Strategic Planning and Implementation

- 3.1 To contribute to DES strategy, policy development, implementation and review, particularly within the area of school improvement, school to school support and initiatives.

- 3.2 To lead, manage or contribute to particular projects in the Strategic Development Plan.
- 3.3 To work directly and proactively with identified schools in a strategic and pre-emptive way, coaching, mentoring, supporting and challenging Headteachers and Governing Bodies as appropriate.
- 3.4 To engage, influence, strengthen existing relationships, and work in partnership with Catholic Teaching School Hubs and Catholic Education Trusts in order to co-construct and secure high quality 'joined up' school-to-school support for all schools across the diocese, in support of our Catholic identity and mission.
- 3.5 To take an operational and strategic role with regard to standards, including termly analysis of FFT data; broker, commission and quality assure school to school support, evaluating impact and ensuring that support is firmly underpinned by Gospel values.
- 3.6 To develop, monitor, quality assure and evaluate all aspects of policy, process and procedure with regard to diocesan involvement in Catholic school to school support. This includes monitoring the outcomes of OFSTED and CSI inspections and helping to support school leaders in planning for improvement.
- 3.7 To further enhance the quality of teaching, leadership and governance in Catholic schools through effective collaboration and the provision of personalised support and challenge.
- 3.8 To initiate, encourage and build a diocesan-led research & development 'lens' to evaluate the impact of initiatives, sharing good practice and promoting the development of enquiry-based cultures in diocesan schools.
- 3.9 To advise governing bodies during the planning and appointment stages in the recruitment of head teachers and liaising with LA and CET colleagues as appropriate. To support and advise head teachers and governing bodies in relation to other key Catholic appointments such as Deputy Head, Head of RE and Chaplain.
- 3.10 To lead our programme of career pathways from NQT to CEO within the context of a nurturing and committed community of diocesan schools and academies, in order to realise individuals' potential and build collective capacity across the diocese.
- 3.11 To provide CPD and in-service training for head teachers, staff and governors on a range of subjects, with a focus on preserving a distinctively Catholic response to the key issues in current educational thinking.

### SECTION 3: PRINCIPAL DUTIES *continued*

- 3.12 To participate in the formulation of diocesan education policy, ensuring that education policies are up-to-date, relevant, developmental and supportive and that they are understood and shared with school leaders, governors, clergy and other diocesan partners.
- 3.13 To support a programme of performance management and appraisal, negotiating and agreeing challenging annual objectives, supporting colleagues both formally and informally and managing colleagues' performance as required by the Director, monitoring and evaluating progress towards meeting of agreed objectives.
- 3.14 To ensure that communication channels are clear, working in partnership with Local Authorities in the case of maintained schools, and with CEOs and Trust Boards in the case of academies.
- 3.15 To liaise with parish priests and local clergy to support their effectiveness in and with schools and to help to develop parish – school links.
- 3.16 To support DES consultations with clergy, schools and governors on educational matters.
- strategic and operational meetings with Teaching Schools and Catholic Education Trusts
  - meetings with RSC
  - contact meetings with LA elected members
  - contact meetings with LA senior officers
  - Diocesan Education Committee
  - Diocesan Academies Partnership Committee
  - Local Authority review meetings concerning school standards
  - Governor meetings as required
  - Local Authority Scrutiny Committees
  - DSC conferences
  - CES
  - Department for Education (DfE)
  - Ofsted
  - Higher Education providers' liaison meetings and recruitment initiatives.
- 3.19 To contribute to the maintenance and further development of good quality communication links between the Diocese and its schools by providing professional advice, guidance and support to Headteachers, governing bodies, clergy and diocesan colleagues on education legislation, policy and implementation;
- 3.20 To participate in regional and national level discussion on Catholic Education strategy and policy.
- 3.21 To liaise where required with other Diocesan departments.
- 3.22 To co-ordinate major projects as and when necessary.
- 3.23 To undertake such other duties as may reasonably be required by the Director.

#### The Diocesan Interest

- 3.17 To be an officer of the Diocesan Education Service, responsible with the Director and Officers for the implementation of the policies of the Bishop, Diocesan Trustees and Education Committee.
- 3.18 Where appropriate, to represent the Director and the Diocesan Interest at:



## SECTION 4: QUALIFICATION, EXPERIENCE AND SKILLS REQUIRED

The post holder should be able to demonstrate:

- 4.1 The ability to articulate a vision for Catholic Education;
- 4.2 Personal commitment to the church's responsibility for the common good and a clear understanding and commitment to Catholic Education;
- 4.3 Knowledge and understanding of education policy, the education system and its legal framework within the context of Catholic Education;
- 4.4 Some knowledge and understanding of the obligations of Canon Law and Charity Law;
- 4.5 Interpersonal skills and the ability to establish effective working relationships;
- 4.6 Experience as a successful and effective leader and manager;
- 4.7 Experience in the planning and delivery of successful training;
- 4.8 Appropriate administrative experience and ability in data handling;
- 4.9 The ability both to work on his/her own initiative and as team member as required;
- 4.10 Excellent organisational skills with the ability to prioritise and meet deadlines;
- 4.11 Other appropriate skills, e.g. planning, formation and implementation of policy, effective written and oral communication.

## SECTION 5: NOTES

- 5.1 The post holder should be willing to undertake training when required.
- 5.2 The post holder will have an office base in St Philip Howard Centre, Crawley, and will be partially based in the office, and partially from home, but should expect to spend time in schools. On occasion the post may require some work in the evenings.
- 5.3 The post holder will be expected to provide her/his own transport.

## SECTION 6: TERMS AND CONDITIONS

Terms and conditions are advised separately.



# Person Specification:

## Deputy Director, Diocesan Education Service

	Essential	Desirable
• Good degree	✓	
• Further degree or management qualification		✓
• Ability to drive – current valid licence	✓	
• Knowledge/Expertise		
• Up-to-date and detailed knowledge and understanding of education policy, the education system and its legal framework	✓	
• Knowledge and understanding of the obligations of Canon Law and Charity Law		✓
• Evidence of contributing successfully to national, regional and local initiatives		✓
• Experience		
• Experience of Catholic Education, policy, practice and implementation		✓
• Understanding and experience of the role of the Mission of the church in Catholic Education	✓	
• Experience of good practice in the planning and delivery of training	✓	
• Successful experience at a senior level:	✓	
- managing budgets;		✓
- deploying resources;	✓	
- successful experience of the monitoring and evaluation of impact;	✓	
- leading and managing teams effectively in targets and priorities;	✓	
- working strategically and collaboratively with a range of partners.	✓	
• Skills/Competencies		
• Excellent written, oral and interpersonal skills, with the ability to influence, negotiate and establish credibility with clergy, headteachers, governors and other leaders in educational settings	✓	
• Excellent presentation skills	✓	
• Ability to read, summarise and present key points from documentation	✓	
• Secure and confident when addressing a range of internal and external audiences, including school leaders, Chairs of Governors and clergy	✓	
• Ability to acquire, interpret and disseminate appropriate research and legislation relating to school leadership and the improvement of learning	✓	
• Ability to engage others in problem-solving and to develop and implement creative and innovative solutions to complex and sensitive problems	✓	
• Ability to understand the roles and issues facing leaders in school.	✓	
• Ability to inspire and provide vision, direction and support to individuals and the team, helping to promote an environment of creativity and innovation	✓	
• Ability to work in a small team	✓	
• Ability to introduce and promote new ideas and relate them to the DES Strategic Development Plan	✓	
• Computer-literate with good word-processing skills	✓	
• Good organisational skills with the ability to prioritise	✓	
• Other appropriate skills, e.g. planning, formation and implementation of policy	✓	
• Values/Personal Attributes		
• Practising Catholic		✓
• A clear understanding of the Church's Mission in Education	✓	
• Drive, energy and self-management skills. Ability to manage own work- load, to prioritise and work autonomously. Commitment to own professional development	✓	
• Able to pay close attention to detail, work under pressure and meet tight deadlines	✓	
• A commitment to equality of opportunity and the benefits of diversity.	✓	

# ACADEMICIS

## How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact **Emma Colvill** at **Academicis: [ecolvill@academicis.co.uk](mailto:ecolvill@academicis.co.uk) / 07733 628155 / 01223-90-79-79.**

Visits to our Diocese, prior to application, are warmly welcomed subject to prevailing COVID19 regulations and restrictions. Alternative virtual visits can be arranged

Please email your application to: [ecolvill@academicis.co.uk](mailto:ecolvill@academicis.co.uk)

**Closing date: Monday 19th April 2021**

**Shortlisting date: Friday 23rd April 2021**

**Interview dates: Tuesday 27th or Wednesday 28th April 2021**



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