



## The Roman Catholic Diocese of Northampton



### Vacancy – Director of School Development

As providers of Catholic education we are committed to:

- celebrating the Catholic nature of our schools as communities of faith where our young people and staff experience a life of faith In God, Father, Son and Holy Spirit
- the crucial importance of our Catholic schools as integral to the mission of our local Church
- maintaining how our family of Catholic schools across the diocese works for and with each other in partnership
- securing excellence for all young people in our schools
- embracing positive change and development in response to national and local contexts
- working for the benefit of Catholic education through innovative and creative responses to government initiatives
- providing schools for our young people with the support of parents, carers and the parish

**NORES** (Office for Religious Education, Schools, Catechesis and Evangelisation) – is the **Service** in the diocese of Northampton which supports Catholic education and formation. The staff of this service work together to assist Bishop Peter and all in the diocese in the teaching mission of the Church. Currently the Episcopal Vicar for Education is the lead for this work, relating to the Bishop.

NORES serves the diocesan schools through the support it offers for the Catholic life of the school, the Religious Education curriculum, chaplaincy, liturgy, formal and informal inspections, the appointment of head teachers and senior staff, governance, legislation, buildings and admissions.

Within this Service the Schools Commissioner and her assistant have been responsible with the RE Advisers for the promotion of the best quality of Catholic education we can provide. The Trustees are very aware of the changing educational landscape. On the retirement of the Commissioner they want to respond to this new world of schools by inviting a candidate of proven experience to develop a new post, the Director of School Development.

Our 45 schools are gathered into seven local partnerships. Each partnership forms the basis for the implementation of the diocesan policy for Multi Academy Trust (MAT). Currently 11 schools form three MATs in the diocese. Another four schools are close to academisation. A group of six schools are beginning the process soon. Our hope is that eventually all the voluntary schools will be part of different MATs, emphasising their close interdependence and offering them mutual strength and support. We also have three Catholic independent schools, each working closely with their local partnership.

To achieve our diocesan vision requires support and drive from the centre. We seek a Director of School Development who would initially work with all the schools moving towards academy status, while continuing the necessary support for all our schools. We foresee that the academisation process will determine the point from which both the schools and the role itself can develop.

In this time of change it is essential that we, as the Trustee, ensure the best quality of education for every pupil in each of our schools. Thus, the Director, working with the other officers, would also help develop Catholic leadership for our sector and challenge every school to achieve the highest standards possible.

NORES is based in Luton which will be the main place of work although we envisage extensive travel throughout the Diocese. You will work with the Episcopal Vicar and be responsible through him to the Trustee.

The following statement by the Trustees sums up the opportunity:

*'As Trustees of Diocese of Northampton we want to recruit and appoint an exceptional person to work with NORES, the diocesan Education Service, as we move to a new stage of our mission in Catholic education. This is an exciting opportunity to lead and embed change and to develop the life of our schools at a time of fast-moving national and local changes to the education landscape.'*

## **Key Responsibilities**

### **Overall objectives**

NORES, the diocesan education service exists to support and develop the diocesan family of schools, maintained and independent, as an integral part of the mission of the local Church of the Diocese of Northampton, in communion with Bishop Peter, our parishes and communities.

The new post-holder will have the opportunity to help develop and sustain NORES so that we can plan creatively and strategically for the growth of our schools in their partnerships, responding to the future needs of the Church and the local and national contexts. To achieve this we must ensure that the Catholic life and nature of our schools is supported at every level.

Supported by the Schools Officer, responsibilities will include:

### **Advice, Guidance and Support**

- provision of support and advice for head teachers and governors, staffing, curriculum, standards and legislation
- take a leading role in working with all voluntary schools to move into Multi Academy Trusts
- take a strategic role in developing the buildings and maintenance programme of our schools
- liaise with the appropriate authorities on the provision of places in our schools
- provide or commission legal advice on school matters where appropriate for the diocese
- to work with the RE and Chaplaincy Advisers to support religious education, worship, pastoral care, and other aspects of Catholic life
- to work with the diocesan Inspection team to monitor the standards of RE in our schools through the canonical inspection (under S48 in LA maintained schools) and by the interim monitoring visit programme

### **Professional Development**

- to work with schools across the diocese to develop Catholic leaders for the future
- to work with other dioceses in the province, Catholic HEIs, and other agencies to offer CPD appropriate for our needs
- to support diocesan professional development programmes for religious education, chaplaincy and all forms of theological formation

### **Advice and support regarding recruitment**

- advise and support schools and governing bodies in the recruitment and appointment of head and deputy head teachers, and other senior staff
- develop the role of NORES in the recruitment of committed Catholic staff at all levels for our schools

### **Communication and collaboration**

- maintain regular and effective communication with head teachers, governing bodies, and local clergy as appropriate
- maintain regular and effective communication with the RE Advisers in the programme of schools visits to ensure that all have shared understanding of the status of each school
- liaise with the diocesan Safeguarding Office as appropriate for our schools
- report regularly on all matters to the Episcopal Vicar
- sustain the links with the education services of other dioceses, the diocesan Schools Commissioners, NBRIA, the Catholic Education Service and CISC
- co-operate actively with Local Authorities, Regional School Commissioner, Department for Education and other bodies that are engaged with our schools

## **Governance**

- provide support for schools to be compliant with current legislation
- to oversee all that is needed for the appointment (and dismissal where appropriate) of foundation governors, academy directors and representatives
- provide training needed by those in governance specific to Catholic schools
- advise schools on admission and exclusion of pupils

## **School Performance**

- while not having the main responsibility for performance we would expect the Director to engage with schools to ensure they provide the best education that is possible
- where standards are not being fulfilled work with the Governors and other agencies (Ofsted, LAs, RSC etc.) to remedy difficult situations

## **Personal Specification**

### **Faith Commitment**

- practising Catholic in full communion with the Catholic Church
- considerable knowledge and experience of the Catholic Church
- knowledge of the Church's educational aims and purposes

### **Qualifications**

- a degree
- qualification in Catholic Education or Theology

### **Experience**

- extensive successful working experience at a senior level in school leadership, business, management and/or education policy and administration
- detailed current knowledge of national/local education policy
- knowledge of best practice in school management and leadership
- strategic awareness of the impact of policy and practice
- detailed and current knowledge of funding for schools
- knowledge of the legal framework in which schools operate

### **Professional Skills and Abilities**

- the ability to build and head a strong team
- strong Project management and analytical skills
- the ability to find imaginative and creative responses to problems and new opportunities
- capable of working co-operatively with members of the Diocesan Curia and liaising with national and local educational bodies
- able to work effectively with a range of educational professionals within the Diocese

### **Personal Skills and Abilities**

- ability to be persuasive and authoritative
- mature and cooperative leadership and management style
- well-developed interpersonal and communication skills
- ability and confidence in dealing with and managing financial issues, procedures and budgets
- ability to manage and motivate individuals and teams
- ability to lead strategic partnerships
- a current valid driving licence
- use of own private transport to travel independently throughout the Diocese