



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth

sharing the story of Jesus • working for the

journeying together • working for the com

ng for the common good • worship and witness • loving and serving our communities

unities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

Deputy Diocesan Director of Education

Application Pack, February 2024

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Contact details

For an informal discussion about the role, please contact:

Ed Gregory

Diocesan Director of Education

edward.gregory@bathwells.anglican.org

Tel: 07736903871 or 01749 685124

Human Resources

Ph: 01749 685 113

Email: recruitment@bathwells.anglican.org

Dear applicant

Thank you for your interest in the post of Deputy Diocesan Director of Education with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need to consider your candidature for this post. If, however, you have any further questions please contact Human Resources. For an informal discussion about the role please contact Ed Gregory, Diocesan Director of Education, edward.gregory@bathwells.anglican.org

Meanwhile, please find below key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Enita Andrews

HR Manager

Applications

Applications must be received by **midday Friday 1 March 2024**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Cathedral Park, Wells or by email to recruitment@bathwells.anglican.org. Our application form can be downloaded from our website <https://www.bathandwells.org.uk/-/vacancies/diocesan-staff/>

Shortlisting

Shortlisting will take place on **Monday 4 March** and successful candidates will be notified by **Friday 8 March**. To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. A copy of our privacy policy for job applicants can be downloaded from our website.

Interview

Interviews will take place in Wells on **Wednesday 20 March 2024**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.
- Require all Education Department staff to undertake introductory level safeguarding training with the Church of England and Local Authority linked safeguarding training in line with that undertaken by the schools we serve.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



The Diocese of Bath and Wells

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 1,000,000 people who live here through its family of 466 parishes and 183 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways; caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese as we are refreshing the vision and strategy and have identified our priorities:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in ministry and leadership
- Deepening and growing faith

About the Role

Stephen Covey wrote: 'To be successful we must live from our imaginations, not from our memories.' This is a key leadership role, at an exciting time of change, with our highly effective and supportive Education Department. The aims of our department are underpinned by John 10 verse 10: 'The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full.' Our aims align with our statutory responsibilities, outlined in the DBE (Diocesan Board of Education) Measure 2021, as well as our diocesan strategy and mission:

1. All church schools are inclusive, sustainable and providing highest quality education for all pupils, enabling individuals and community to flourish.
2. Church schools, parishes and households are encouraged to work together creating and accessing clear pathways to explore and grow in Christian faith, including through new worshipping communities.

To deliver these aims the Education Department consists of two teams, Education and the GO Team. The Education Team, which you will lead, supports schools in all aspects of their Christian character, including high quality education and outcomes, as well as school organisation from academisation to admissions and governance. The GO Team supports and promotes Growing Faith, faith development and leadership, for children and young people across the diocese.

A key part of our core offer is training which is offered in a variety of forms to a wide range of stakeholders. As the educational landscape changes, so our team is changing. Part of this role is to lead on the development and roll out of Bath and Wells' 'Programme for Church School Flourishing'. All dioceses in the southwest region are working on this, based on training from Salisbury Diocese. This will see our team working primarily with, and through, multi academy trusts (MATs), establishing and facilitating strong and vibrant networks.

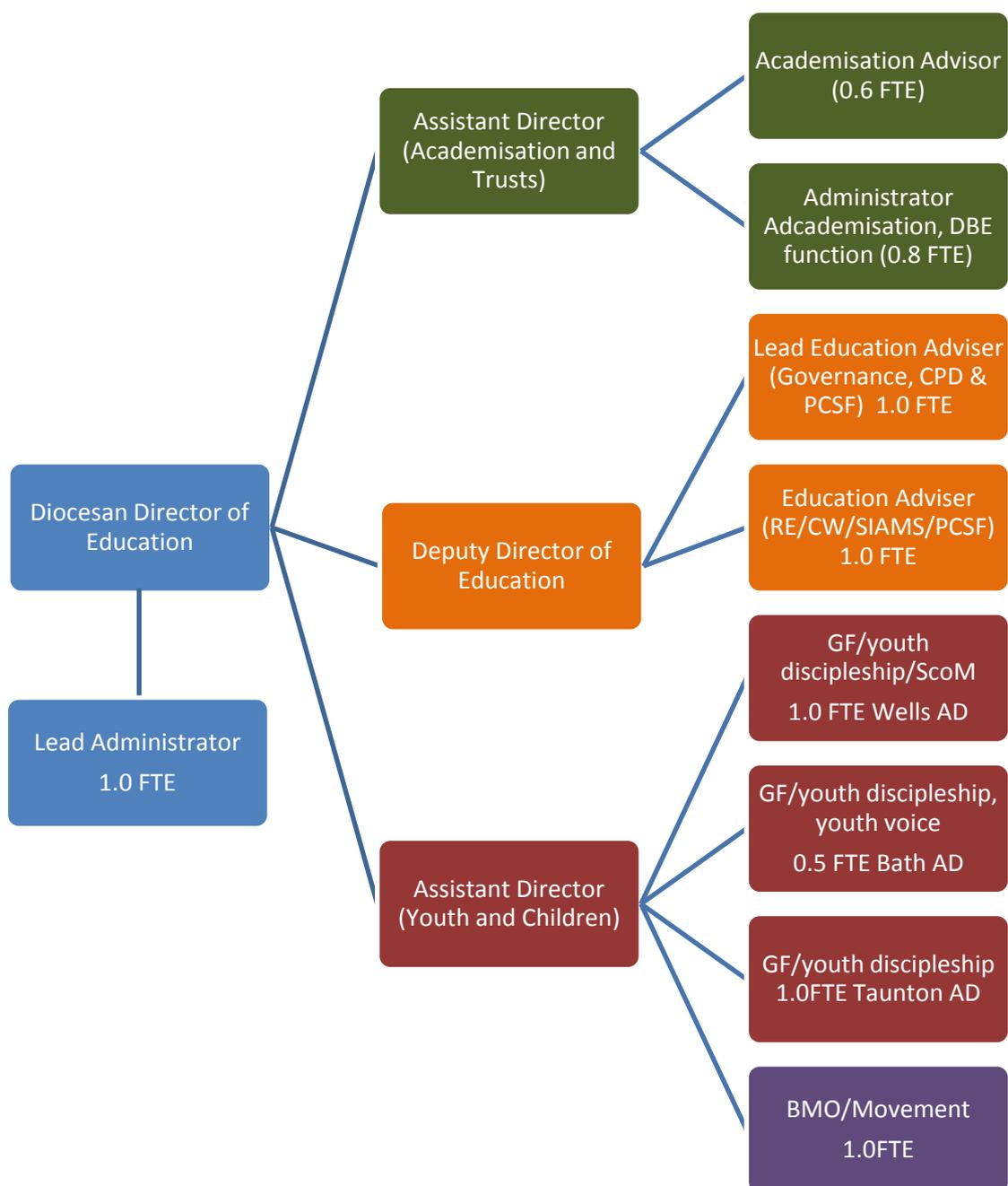
We are seeking a pro-active team member who will bring excellent leadership qualities, energy and creativity to work with us and shape our work in an increasingly academized education system. The work is varied, always interesting and relies on an ability to prioritise and to build system wide professional relationships.

There are currently 183 Church Schools and 18 MATs with a mix of church and former community schools. 44 church schools are yet to make decisions regarding joining academy trusts. Key relationships beyond our diocesan teams will be with MATs, regional DfE and local authority colleagues, school leaders, regional and national Church of England education partners and a wide range of external partners.

You will be the lead for our Education Team and will deputise for the Director of Education in matters relating to Education. The Education Team is reshaping, and you will help to embed the new structure, building on recent successful developments, supporting colleagues in new or amended roles. You will be part of our experienced and supportive Senior Leadership Team along with Tony Cook, Assistant Director, who leads our GO Team; and Suzanne McDonald, Assistant Director, who leads on our academisation strategy and key aspects of school organisation.

In return we offer the chance to work in a uniquely supportive environment with local, regional and national partnership working and connections; to be a key system leader during significant change within the national and local education landscape. Our training is extensive and there is real opportunity to shape our work in the education system.

Organisational Structure – Education and Faith Development



Job Description

Post:	Deputy Diocesan Director of Education (Education)
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Our vision	In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.
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Key purpose of the post:	<p>KEY PURPOSE: To lead the School Advisory Team in delivering the board's vision 2023-2028 and to Deputise for the DDE in education matters:</p> <p>Key Role A: To lead development and embed a mature and sophisticated strategy for church school flourishing in Trusts. To lead on enabling deeply spiritual leadership across church schools and trusts. To secure Trust accountability for church school flourishing. In parallel maintain an oversight of provision to local authority maintained church schools, working in partnership with strategic partners.</p> <p>Key Role B: To ensure DBE influence, through system leadership, delivers effective implementation and impact of the national SIAMs framework.</p> <p>Key Role C: To ensure the recruitment of leaders, within schools and trusts, furthers the unique Anglican spiritual mandate of B+W DBE, evidenced in the confidence of spiritual leadership of church schools and trusts.</p> <p>Key Role D: In the role of Lead School Support Services Adviser, support the implementation of the B+W DBE strategic plan and the full flourishing of church schools.</p> <p>Key Role E: Contribute to the effectiveness of Diocesan Board of Education services and operations, leading on education provision and ensuring effective fulfilment of statutory duties.</p>
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Location:	Diocesan Office, Wells, Somerset
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Reporting to:	Diocesan Director of Education (DDE)
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Accountable to:	DDE and Diocesan Board of Education
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Hours of work:	Full time
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Key relationships:	<p>DDE and DBE</p> <p>Education Department in particular Assistant Directors and part of Senior Leadership Team</p> <p>Education leads and strategic partners</p> <p>Regional and national networks</p>
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Main Responsibilities:

- You will have line management responsibility for School Advisers and Education Administration.
- You will take a lead in ensuring that the Education Advisers proactively collaborate with and support other DBF teams.
- You will model the values of the DBF staff, being an excellent communicator and leader, supporting and influencing change, consistently ensuring the highest quality of service from yourself and your team.
- You will follow rules and procedures pertinent to education and diocesan responsibility whilst also looking to develop and enhance practice through effective leadership and change management.
- The role will involve a wide range of often complex issues and professional relationships across a range of contexts. You will need to be a creative thinker and have excellent inter-personal skills.
- You will be expected to develop operational strategy and make decisions to ensure effective and efficient delivery.
- You will be responsible for aspects of our budget envelope as well as securing opportunities to generate income for the department or DBF from activities where this may be possible.
- The role is key relationally and strategically to the DBE fulfilling its statutory duties in education.

Key Role A: To lead development and embed a mature and sophisticated strategy for church school flourishing in Trusts. To lead on enabling deeply spiritual leadership across church schools and trusts. To secure Trust accountability for church school flourishing. In parallel maintain an oversight of provision to local authority maintained church schools, working in partnership with strategic partners.

1. To hold strategic leadership and accountability for the Diocesan Board of Education's work with and through Trusts, including developing the Programme for Flourishing Church Schools, enabling deeply spiritual leadership across church schools and trusts.
2. To lead and hold to account the work of DBE staff relating to the key flourishing of all church schools and trusts with church articles including:
 - Christian flourishing
 - Governance
 - RE and Collective worship
 - Recruitment
 - School and parish partnership
3. To develop and secure robust quality assurance and evaluation of flourishing church schools, including consistent non-negotiables across trusts and maintained schools.
4. To devise, fully implement and evaluate the impact of a robust and rigorous programme of supporting and equipping leaders, accrediting trusts where appropriate.
5. To cultivate and maintain meaningful connections with trust and local authority leaders which impacts on Trust and B+W DBE vision and strategy.

6. Establish the on-going facilitated networks/learning sets for Trust leads, that are fit for purpose and constantly shaping the future for the common good.
7. Oversee the effective development of B+W DBE policy, website and use of social media platforms.
8. Lead and direct the effective operation of the Education Support Services and Education Team administration.
9. Play a significant part in leading and shaping the culture of the maturing education landscape for church schools, acting within and on the system to bring about change for the greater good.
10. To be a member of each of the three SACRE bodies across our diocese.

Key Role B: To ensure the influence of the DBE through system leadership secures the effective implementation and impact of the national SIAMS framework.

1. To hold strategic leadership and accountability for all aspects of church school inspection (SIAMS)
2. Embed strong SIAMS leadership, at Diocesan and Trust level; supporting and enabling professional support and development that is positively recognised in SIAMS inspection outcomes.
3. Maintain a professional partnership with the national SIAMS leadership which appropriately challenges and supports national practice and the impact of national practice on our diocese.
4. To ensure B+W DBE SIAMS support enables clear communications, guidance and development opportunities for schools and Trusts as appropriate.
5. To effectively evaluate the impact of B+W DBE work on SIAMS outcomes and report to Trust Board on the quality of inspection and the progress and challenges of church schools in respect of SIAMS.
6. To maintain a SIAMS database which enables full analysis of SIAMS outcomes and trends and enables decision making which mitigates risk of schools' judgements declining and supports continual improvement.
7. To ensure where a school is causing concern in respect of SIAMS outcomes, the DBE implements a schools and/or trust causing concern strategy, to ensure that a plan to enable improvement is in place and having impact.

Key Role C: To ensure the recruitment of leaders, within schools and trusts, furthers the unique Anglican spiritual mandate of the B+W DBE, evidenced in the confident spiritual leadership of church schools and trusts.

1. To develop and hold the strategic leadership of the DBE strategy for the recruitment and induction of church school leadership and for the recruitment and induction of MAT CEOs with church schools.
2. To ensure the effective implementation and evaluation of DBE recruitment and induction policies for church school leadership and MAT CEOs with church schools, which secures high quality recruitment, induction, and career pathway development for aspirant leaders of church schools.
3. To be accountable for the deployment of DBE staff or appropriately trained and accredited colleagues to all church school recruitment processes.
4. To ensure Trusts are held to account for the full implementation of B+W DBE policy for the recruitment and induction of church school leaders and MAT CEOs.

5. To further develop and maintain a database relating to church school leader and MAT CEO recruitment and induction which informs Trust Board and enables DBE decision making.
6. To work with Education Department colleagues on the strategic coordination of the commissioning, by senior clergy, of all new church school headteachers and other staff or volunteer groups.

Key Role D: In the role of Lead Education Support Services Adviser, develop and support the implementation of the B+W DBE strategic plan and the full flourishing of church schools.

1. Lead the B+W DBE annual planning process and the self-evaluation reporting process for aspects of strategic leadership e.g. church school flourishing; school leader recruitment; SIAMS.
2. To be the link Diocesan Board of Education adviser to a number of Trusts.
3. To represent the Education Department, alongside GO Team advisers, at Archdeaconry Team meetings.
4. In each aspect of strategic leadership to enable the development of school and parish partnerships, aiming to place schools and trusts at the heart of connected Christian community.
5. To develop outstanding working relationships with clergy, including archdeacons and bishops.
6. To offer and coordinate pastoral support to church school leaders and MAT leaders, valuing, respecting and nurturing their spiritual journey.
7. To maintain a robust, up-to-date understanding of all relevant legislation and government policy relating to the leadership of effective schools and trusts and to SIAMS.
8. To support and contribute to the work of the members of the Board of Education as applicable, including through Trust Board self-evaluation processes.

Key Role E: To strategically lead and responsible for the operational effectiveness of Diocesan Board of Education services and operations.

1. To participate in the approved Diocesan Board of Finance performance management system.
2. To attend training as necessary to support your professional development within this role, including that of a trained and practising SIAMS inspector.
3. To meet regularly with your line manager to discuss your work, informing your own practice and the future shape of the work of the Diocesan Board of Education.
4. Understand and fully commit to safeguarding and the promotion of the welfare of children in line with DBF policy.
5. Ensure compliance with the General Data Protection Regulation.
6. Maintain the necessary conditions for an effective and safe working environment.
7. Manage easy reference, shared accessibility and comprehensive electronic filing of all documentation.
8. Be flexible in terms of working hours and travel in order to respond, when applicable, to needs in specific settings. The post will involve some evening and weekend work .
9. To carry out such other tasks as deemed appropriate by the Diocesan Director of Education.

Person Specification

Area	Essential	Desirable
Qualifications, Knowledge and Experience	<p>Qualified Teacher Status (Certification to be checked).</p> <p>Experience of successful senior educational leadership, e.g. in a diocesan board of education, multi-academy trust, school, local authority.</p>	<p>National Professional Qualification – Headship, Executive Leader.</p> <p>SIAMS or Ofsted Inspector accreditation, or a willingness to train for this.</p> <p>Leadership of an educational setting or organisation that is deemed Good or better by Ofsted or SIAMS.</p>
Skills, Competencies and Abilities	<p>Recent and relevant in-service professional development and training including Safeguarding; NPQH or similar leadership professional development.</p> <p>Committed to promoting and developing the deeply Christian character of the Diocesan Board of Education.</p> <p>The ability to think, plan and act strategically to create change.</p> <p>The ability to articulate and communicate a vision for the future and proven ability to make vision reality.</p> <p>The ability to motivate and lead in different contexts.</p> <p>The ability to build effective relationships with Trust and School leaders.</p> <p>Evidence of experience of and commitment to partnership working Ability to provide system leadership and future thinking.</p> <p>Experience of using whole school self-evaluation (e.g. lesson observations, work</p>	

	<p>scrutiny, data analysis) to raise standards and bring about school improvement.</p> <p>Experience of the Ofsted and SIAMS process.</p> <p>Ability to analyse data and use it to support targeted school improvement The ability to provide spiritual leadership within the context of Church school leadership.</p> <p>Ability to communicate effectively e.g. verbal; written; communication technology.</p>	
<p>Work Related Personal Qualities</p>	<p>A Genuine Occupational Requirement (GOR) exists that the holder of this post is a Committed Christian who is a member of the Church of England or other mainstream Christian church (member of Churches Together in Britain and Northern Ireland) supported by a clerical reference (a Clerical reference may, for example, be provided by a priest associated with a candidate's church or a school in which he/she has taught)</p> <p>Demonstrates a personal and professional enthusiasm and passion for leadership and learning.</p> <p>Demonstrates personal and professional integrity.</p> <p>Demonstrates the ability to inspire trust and commitment.</p>	

This post involves contact with children and other vulnerable groups. Accordingly, the appointee to this post will be subject to enhanced clearance through the Disclosure & Barring Service.

Main Terms and Conditions

Hours of Work	Full time, 36 hours per week Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. There will be some need to work outside of normal working hours to attend pre-planned meetings for which time off in lieu will be given. Attendance at Flourish House would be expected at least 1 day per week, minimum, with currently Tuesdays as a regular team day.
Salary	c.£65,000 per annum
Term	Permanent
Pension	Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
Holiday	25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates.
Probation	This post will be subject to a probationary period.

