



# **Deputy Director of Education Candidate Pack**



April 2024

# Contents

1. Welcome from the Director of Education	Page 3
2. Candidate Information	Page 4
3. Our Diocese	Page 5
4. DBE Vision	Page 6
5. The Statutory Role of the DBE	Page 7
6. Underpinning Theology	Page 8
7. Job Description	Page 9
8. Person Specification	Page 10
9. Appendix –	
a. Application Form	
b. Equality Form	

## Welcome from the Director of Education

Thank you for your interest in the post of Deputy Director of Education. I am very pleased that you are considering applying to work with us as we serve our Diocesan schools.

I joined the DBE in September 2017 as Deputy, taking on the role of Director of Education in September 2020. The DBE has transformed its approach, as have all educational communities, since the Covid 19 pandemic and we are now ready to add an extra person to our small, cohesive team. Whilst we are advertising this vacancy for 2 days a week initially until December 2024, we hope to be able to offer a more permanent contract for the future.

This pack will give you a flavour of the work of the DBE. As dioceses go, we are a small but close-knit family of schools, in a compact geographical location. We have schools across 3 local authorities and academies in 6 Church majority MATs. Our MAT leaders, Headteachers and volunteers at all levels of governance work as a team to deliver education at the heart of local communities which enables all staff, children and families to live life in all its fullness. You can find out more information on our website and if you would like an informal conversation please give me a call on 07399 225120.

With prayers and best wishes,



Rev'd. April Gold  
Diocesan Director of Education

# Candidate Information

**Closing Date:** Midnight Monday 6th May 2024

## General Information

- This part-time role of 14 hours per week / 629 hours per annum (0.4 FTE).
- The successful candidate may work their hours flexibly across the week and across the year, with agreement by the DDE.
- Occasional evening and weekend work may be required.
- The post is offered on a pay scale to mirror the Teacher's Leadership scale L10-L14 (£58,959 - £65,010) per annum pro-rata FTE. Actual starting annual salary £23,596.
- You will automatically be enrolled in a pension scheme, to which we will make employers' contributions at 10% of your gross pay. A booklet for the Church Workers' Pension Builder Classic Scheme will be provided upon appointment.
- Annual leave entitlement per calendar year for FTE is 25 working days, plus 3 additional days over the Christmas period and statutory Bank Holidays. Pro-rata annual leave entitlement for this post will be 14.5 days.
- The Place of work will be The Benn Education Centre, Craven Road, Rugby, CV21 3JZ.
- The DBE supports home working for staff, but all are expected to be in the office for at least part of the day each Tuesday.
- The Deputy Diocesan Director of Education (DDDE) will be required to travel within and beyond the diocese and appropriate expenses will be reimbursed monthly.
- The successful applicant will need to provide proof of the right to work in the UK prior to taking up the post, and an enhanced DBS check will be required.
- There is an occupational requirement that the post holder is a Christian. The DDDE will be a member of a church recognised by Churches Together in England, or by the Diocesan Bishop, and will be fully committed to the aims and values of the Church of England, the Diocese of Coventry and the DBE.

## Method of Application

- Completed applications should be made on the enclosed application form and submitted by email to Cassandra Sutcliffe, [cassandra.sutcliffe@coventrydbe.org](mailto:cassandra.sutcliffe@coventrydbe.org)
- *In addition to completing the application form, and as a separate document, please submit your thoughts (in no more than 600 words) on the place of the Church of England Schools in today's society.*

## Our Diocese

Coventry Diocese includes the City of Coventry, the County of Warwickshire, and two parishes in Solihull Metropolitan Borough. Across the Diocese, there are 244 churches and 203 parishes organised into 124 benefices served by 177 licensed clergy. The Diocesan Board of Education's (DBE) family of 76 schools is made up of a mix of VA and VC maintained schools and CofE academies, working in 6 CofE majority MATs. Approximately 18,600 children learning and worshipping together in school daily.



Schools work closely with their foundation parishes which are organised into 11 Deaneries enabling clergy, churches, chaplaincies and schools to partner in mission to their geographical areas. There is significant growth in housing with the result that new schools and churches are needed to serve these communities. The DBE is proactive in discussions with local planners and the Department for Education (DFE) to plant new schools and worshipping communities.

*'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'*



**The Rt Rev'd Ruth Worsley – Acting Bishop of Coventry**

## DBE Vision

'Inspiring schools to demonstrate the love of Christ as they educate for life in all its fullness.'



"You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled underfoot."

"You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

Matthew 5:13-16



The DBE will embody SALT and LIGHT by:

- Facilitating partnerships between schools and parishes to **worship God** *incarnationally*.
- *Intentionally* co-creating a habitus and curriculum in our schools rooted in Wisdom, Hope, Dignity and Community.
- *Inspiring* others to "come and see" using a **discipleship** model to form collaborative school groupings.
- Creating opportunities for school communities to become *imagineers*, calling out injustice and taking action to **transform communities**.

# Statutory Role of the DBE

## Reflecting the Diocesan Board of Education Measure 2021, the DBE....

**EQUIPS** schools to provide excellent Christian education which is:

- distinctive
- inclusive
- sustainable
- transformational

takes seriously its **RESPONSIBILITY** to ensure high quality:

- multi academy trusts
- school leadership
- governance
- curriculum designed around the principles of Wisdom, Hope, Dignity and Community



is committed to **WORKING IN PARTNERSHIP** with:

- Governing bodies
- Parishes
- Clergy
- Local Authorities
- Department for Education
- Multi Academy Trusts

is the '**FOUNDATION BODY**' which

- holds **statutory responsibilities** to:
  - appoint foundation governors
  - inspect the Christian Distinctiveness of CofE schools
  - provide conditional consent for academy conversion
  - identify a sponsor for schools receiving an academy order
- provides **advice, guidance** and **consent** for:
  - appointment of school and MAT leaders
  - admission policies
  - land and buildings issues
  - school partnerships
  - new schools
  - alterations to schools

**Our Hope for a Flourishing Schools System:**

Deeply Christian,  
Serving the  
Common Good



The National Society for promoting education

THE CHURCH OF ENGLAND EDUCATION OFFICE FOUNDATION FOR EDUCATIONAL LEADERSHIP

## Underpinning Theology

As God's children we are all called to worship. Daily Collective Worship in schools and academies, invites 18,600 children and young people, parents and carers and the school staff team to draw near to God. As they reflect on their daily experiences of life and the world we hope that all will feel the presence of the Holy Spirit.



Our schools, with their Church of England foundation, rooted in Anglican faith and practice, are called to be distinctive and inclusive where those of the Christian faith, other faiths, and no faith are welcomed. We create opportunities for school communities to journey in faith together learning how to be World Changers who bring hope and justice locally and globally. We believe that Jesus demonstrated how to live this 'kingdom life' as he journeyed with his disciples teaching, healing and serving others. Church of England schools reflect the values which Jesus taught and nurture the spiritual qualities of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control in children and staff.

God in Jesus, displays his unconditional love for each person, valuing those rejected by society, welcoming children to come to Him, urging adults to be as children. We hold Christ at the centre of all we do, model His love, and enable others to do the same.

***He called a little child to him, and placed the child among them. And he said: "Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven."***

Matthew 18: 2-3



Church of England schools are part of the body of Christ partnering with their parishes and other schools across the diocese in the mission of God. This relatedness encourages us to work together, as family, providing mutual support and celebration. We welcome community schools into this extended family as we grow strong Multi Academy Trusts (MATs) with common objects and foundations.



# Job Description

## Deputy Diocesan Director of Education

### Role

- To provide support to the Diocesan Director of Education (DDE) across all aspects of the work of the DBE acting as director in the DDE's absence
- To be a representative figure for the Diocesan Board of Education (DBE)
- To provide support to schools during SIAMS and OFSTED inspections and ensuring there is adequate support for improvement and good practice is shared.
- To develop strong local church/school partnerships by supporting and enabling local clergy within the diocese to engage fruitfully with schools in their parish.
- To provide pastoral support to Headteachers, Governors, MAT CEOs and Directors

### Responsibility and Accountability

- To the DDE
- Through the DDE to the DBE

### Other Key Relationships

- All colleagues in the DBE team
- MAT CEO's and Directors
- Headteachers, teachers, governors and clergy within the diocesan family of Church of England schools
- Colleagues in other dioceses and other organisations

### Key Duties

- Assume the role of Acting DDE in the absence of the DDE
- In partnership with the DDE, take a leading role in the development of the strategic direction and priorities for the work of the DBE
- Engage with the Growing Faith Foundation, National Society and Church of England Foundation for Educational Leadership.
- Promote the mission of the church through its distinct church schools helping to ensure a viable and vibrant future.
- Ensure church schools are rooted in Christian values and practice so all children are offered the opportunity of a life enhancing encounter with Jesus Christ.
- Provide necessary support for schools during and after inspections (Ofsted and SIAMS) ensuring attendance at feedback sessions.
- Develop and implement a strategy for the support of lay volunteers working in CofE schools including governing bodies, directors of Multi Academy Trusts.
- Support the DDE in providing advice, guidance and training for clergy and parishes to enrich the links between schools and local churches.
- Assist in the delivery of key events and DBE projects for church schools.
- Report regularly to the DDE and the DBE.
- Undertake other duties as reasonably required by the DDE.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>			
Qualified Teacher Status	✓		A
Degree, Diploma or other qualifications	✓		A
In-service qualifications in training and/or management		✓	A
<b>EXPERIENCE</b>			
Successful recent experience of Senior Management in an educational context	✓		A, I, R
Work within Church of England Schools		✓	A
Proven track record of successful teaching, training and leadership in an educational setting	✓		A, R
Evidence of continued professional development	✓		A, R
Leading in-service training in schools or dioceses	✓		A, R
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Clear understanding of and commitment to the church's place in education	✓		A, I
Understanding of the distinctive nature of church schools	✓		A, I
Understanding of current educational issues relating to curriculum, inspection and school improvement	✓		A, I
Understanding of parochial and diocesan structures	✓		A, I
<b>SKILLS AND PERSONAL QUALITIES</b>			
Ability and commitment to work flexibly and collaboratively as part of a team and to take the lead when needed	✓		A, I, R
Excellent interpersonal and pastoral skills	✓		A, I, R
Willingness to take initiatives and the ability to respond creatively to new opportunities	✓		A, I, R
Ability to articulate knowledge and understanding in ways relevant to a range of different audiences	✓		A, I, R
Teacher/training skills within a variety of situations	✓		A, I, R
Ability to develop good working relationships with colleagues, parish members, clergy, headteachers, school staff and governors	✓		A, I, R
Competent in using a range of Microsoft IT programmes and able to embrace new technologies to improve efficiency and effectiveness	✓		A, I, R
<b>OTHER FACTORS</b>			
A practising Christian	✓		A, R
Holder of a current driving licence and access to private transport	✓		A, R
Satisfactory enhanced DBS checks	✓		A, R
A = Application Form                      I = Interview and selection tasks                      R = References			