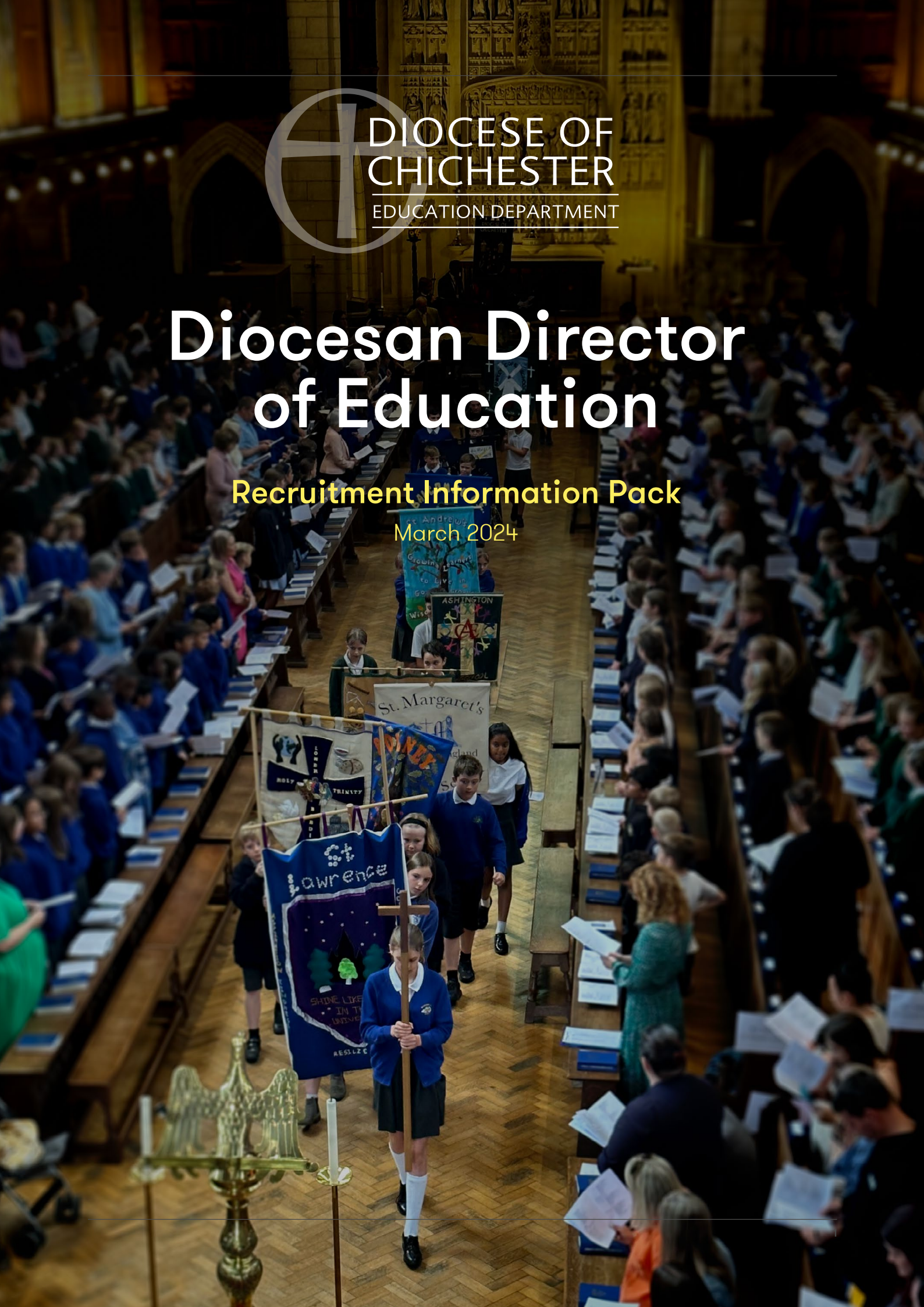


Diocesan Director of Education

Recruitment Information Pack
March 2024





Thank you for your interest in the position of Director of Education for this Diocese of Chichester where our common vocation is to know, love and follow Jesus.

Our schools form an essential part of our inheritance of faith across Sussex. Working in partnership with their local church communities, they seek to be places of worship, formation, renewal and generous hospitality where all are received and served with reverence, whether they share our faith or not, for in receiving one another we receive Christ himself and learn from him.

As DDE you would be a key strategic leader within the Diocese, ensuring that our Church of England schools remain at the heart of the mission and ministry of our household of faith.

As places of renewal and generous hospitality, serving the common good of the whole community, our schools also share the wider values of the Church of England vision: wisdom, knowledge and skills; hope and aspiration; community and living well together; dignity and respect.

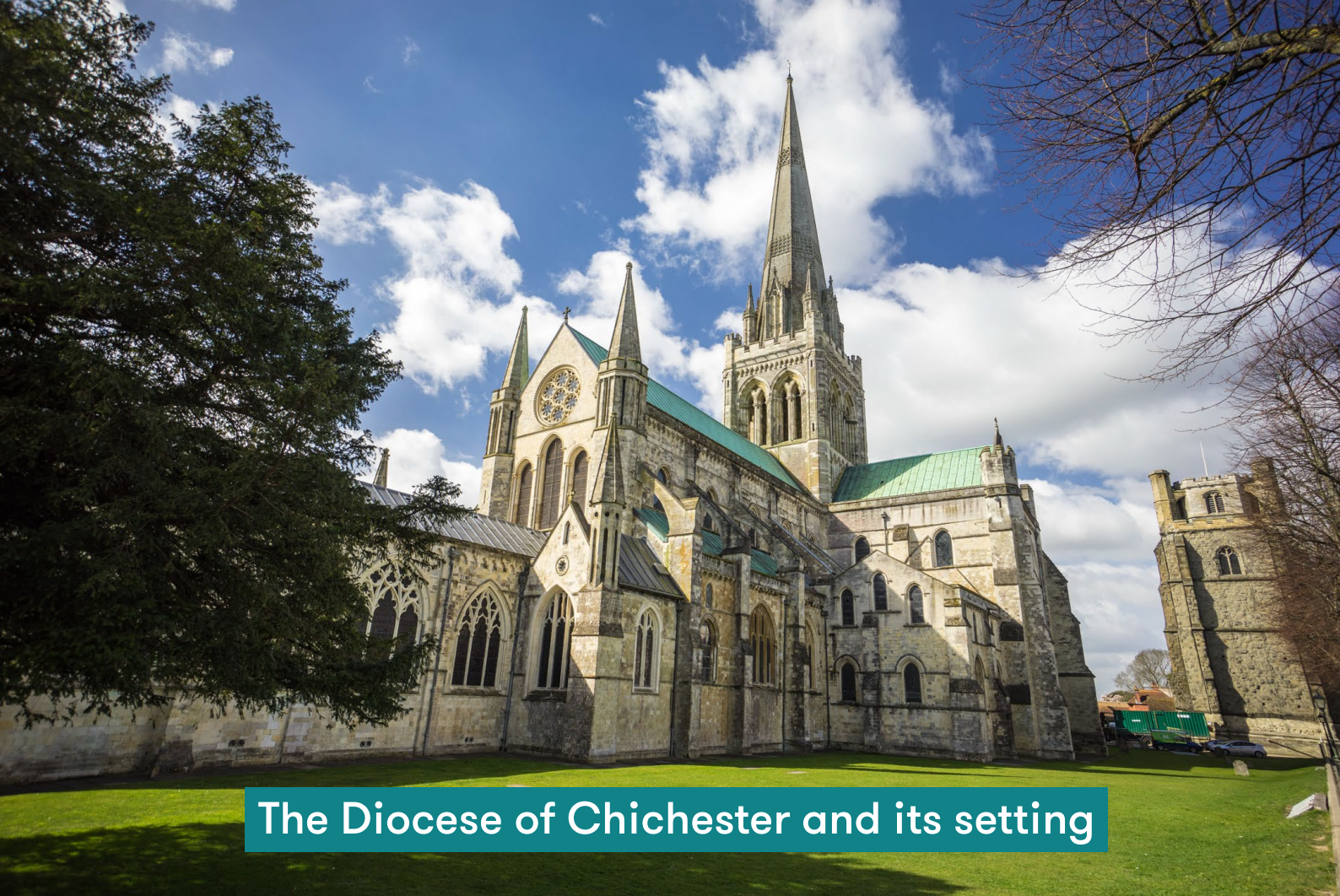
The diversity of our schools and Academy Trusts enriches the life of the whole household as they constantly place children in our midst and recall us to the love of God in Jesus: “whoever welcomes a little child like this in my Name welcomes me.”

With an ever-evolving educational landscape, the DDE will need to work collaboratively and strategically with our Diocesan Multi-Academy Trusts as they develop their distinctive growth plans and strengthen the provision of Church of England education across the Diocese, and more widely within this local region.

With a passionate commitment to the highest educational opportunities and standards, as well as to the deeply Christian and distinctive place and voice of the Church of England in education locally and nationally, we pray that our DDE will continue to inspire and lead the officers of the DBE, our Headteachers and governing bodies, to ensure that every child entrusted to our care is given a life-giving, transformational, encounter with Jesus Christ.

If you discern that you might be being called by God to this varied, challenging and wonderfully rewarding work, we look forward to receiving your application.

The Venerable Luke Irvine-Capel
Archdeacon of Chichester



The Diocese of Chichester and its setting

The Diocese of Chichester serves 1.7 million people living in the counties of East and West Sussex, and the unitary authority of Brighton and Hove. The diocese covers approximately 1,500 square miles and stretches nearly 100 miles along the south coast, from Rye in East Sussex to Westbourne in West Sussex, going north across the South Downs as far as East Grinstead.

The area is perceived as affluent, although a number of areas rank high on the Index of Multiple Deprivation. For example, Hastings has been identified as a social mobility “cold spot” and as a priority education investment area by the Department for Education.

Sussex is primarily rural by area although the majority of people live in towns and cities along the south coast and in Crawley to the north.

The Church in the Community

The diocese has four archdeaconries, a total of 21 deaneries, and 474 churches in 347 parishes. The diocese includes churches representing theological spectrum of Anglicanism. This breadth is welcomed, and a healthy dialogue informs our diocesan view. All traditions play their full part in the life of the diocese, the local and particular enriching the life of the whole.

We are fortunate to have some 400 licensed clergy and there are currently 48 people in training for ministry, both stipendiary and self-supporting.

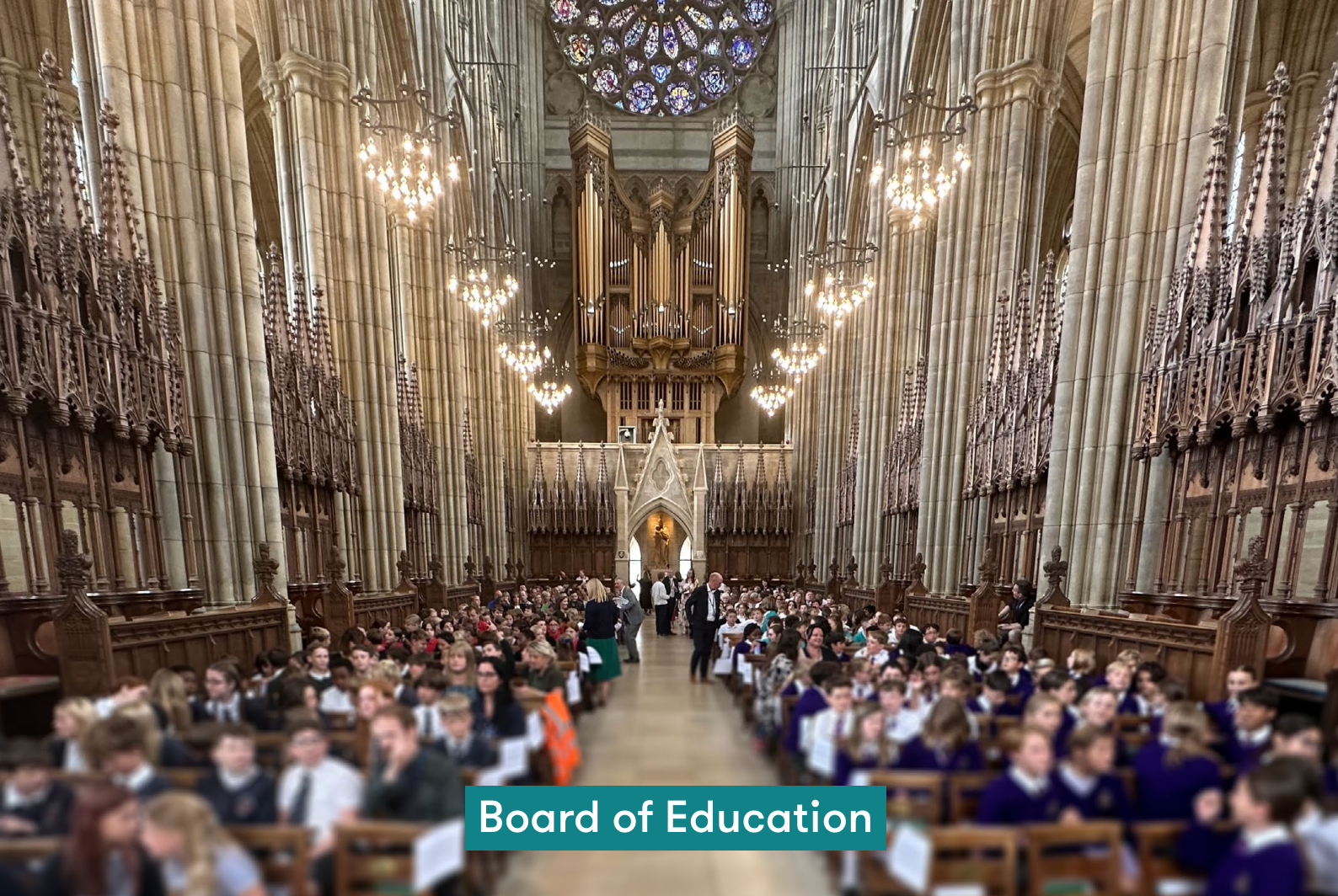
Church communities vary in size across the diocese however the diocese has 37,770 active Christians on the electoral roll and the diocese forms part of the biggest volunteer network in Sussex.

Diocesan Teams

There are seven teams, including Education, and around 65 members of staff, whose work is arranged to focus on a number of the goals of the diocesan mission strategy. The organizational chart can be viewed on our [website](#).

Diocesan Structures

The diocese has two principal bodies within its structure: the Diocesan Synod and the Diocesan Board of Finance. The Diocesan Board of Education is a statutory Committee of the Diocesan Board of Finance.



Board of Education

The Diocese of Chichester has over two hundred years of successful experience as a provider of schools across Sussex as part of its mission to support and serve the whole community. We are passionate about giving children a knowledge and love of Jesus, encountering him in the worship and life of the Church.

The Diocese currently has 154 church schools (of which 148 are primary and seven secondary) educating over 38,000 children. Of these 27 are academies, and all school sites are held in church trusts. The Diocese of Chichester Education Team works closely with church schools and academies to support and sustain them. It also works in partnership with the three local authorities in Sussex, universities, the Regional Director, the Department for Education and also with the national Church of England Education Office.

The Diocesan Board of Education is governed by its own Measure (equivalent to an Act of Parliament) but it is not incorporated and so functions under the auspices of the Diocesan Board of Finance.

The Chair of the Board is the Archdeacon of Chichester, the Venerable Luke Irvine-Capel. The other members come from Diocesan Synod elections and co-options from schools and the wider diocese. The Diocesan Bishop also nominates three members.

Before each main Board meeting, officers will brief Board members in detail on various matters arising through two sub-committees and targeted working parties.

The current Diocesan Director of Education has been in post since September 2018. He will be leaving Education in the diocese in a much stronger position, having raised the profile of schools and the work of education, placing it at the forefront of the missional activity of the diocese.



The vision statement of the Chichester Diocesan Board of Education

We support our schools to fulfil the Church of England Vision for Education- “Deeply Christian, Serving the common good”

As members of the local household of faith, the DBE is committed to playing an integral part in ensuring that the Mission of the Church across the Diocese, To know, love and follow Jesus, is evident in all our 154 school communities. We resolve to use the resources entrusted to us to enrich the Five-Year Plan of the Diocese in line with the “four mores” in the following ways:

More Open

Being more at one with the wider church through our church and school covenant- Growing Partnerships

More Converted to Jesus Christ

Offering a compelling opportunity for a life enhancing encounter with Jesus Christ through a rich engagement in worship, a living example of a school life rooted in the Christian faith and a conceptual grasp delivered by rich materials such as Understanding Christianity.

More Generous

The SIAMs Framework calls for our children to develop courageous advocacy. We see that encouraged in both active engagement with the needs of the local community and partnering organisations working to address wider and global issues.

More Engaged

Schools are an integral hub particularly in our rural communities and are uniquely placed to provide an opportunity for communities to come together.

Spiritual development

The Diocese of Chichester schools and academies will preserve and develop their distinctive religious character and support the education of their pupils within the context of Christian belief and practice. They will encourage an understanding of the meaning and significance of faith and will promote Christian virtues and character through the experiences offered to all pupils.

All our schools welcome children of the Christian faith, all faiths and no faith according to their admissions policies. Whilst respecting all religions they will interweave learning in the schools with a seamless application of Christian understanding and insight including:

- teaching of the Christian narrative
- factual awareness of the faith of others
- ongoing opportunities to experience Christianity in the actions of leaders, staff and school policy
- giving opportunities to encounter the person of Jesus Christ
- experience of the key practices of the Anglican Church

The effectiveness of schools in this area is monitored and measured by the Diocese in SIAMS inspections.



Where are we now?

The work of the Education department is organised as follows:

Statutory Schools Work

This includes work in the areas of school leadership, including Headteacher appointments, pupil achievement and overall school performance, school organisation and school place planning. The work is carried out in partnership with both schools, local authorities and our Multi-Academy Trusts who have overall responsibility for the school performance and provision of school improvement support.

School Effectiveness and Educational Services

We have a team of School Effectiveness Officers who work with our schools on school improvement priorities and also provide a wide range of professional development courses for teachers and governors, including leadership development programmes.

Achievement of Diocesan schools is monitored and measured by the Diocese and by OFSTED in Section 5 and 8 inspections. Currently, over 91% of Diocese of Chichester schools are rated as OFSTED Good or Outstanding.

Christian Distinctiveness and RE

This work supports our church schools to confidently develop their distinctively Christian character through courses for school leaders and one to one visits to schools. This includes preparing for the statutory SIAMS inspections. High quality RE is seen as an essential part of the distinctive nature of Church of England schools. RE subject leaders in both primary and secondary schools are supported through termly networking meetings, courses and individual visits to schools.

Parish communities, whether they have a church school in their parish or not, are provided with support and training on how to engage with their local school and we have developed a wide ranging initiative known as Growing Partnerships that is driving this work.

In the summer term each year, several large venues across the diocese play host to our Year 6 Leavers Services. Over 3,600 Year 6 children attend one of 14 services to celebrate their school life and look forward to the next stage of their educational and life journey. These services are exciting, vibrant, moving, and memorable occasions, which are also deeply appreciated by the 127 schools and over 1000 adults that join us.

Buildings Services

Our Capital Assets team administers the Schools Condition Allocation amongst our Voluntary Aided schools and support them through the whole process of capital projects.



Academies

Currently 27 of our schools are academies but the number is steadily rising. To establish a sense of a coherent offer within the Diocese of Chichester, the Board of Education set up the Strategic Partnership of Diocesan Multi-Academy Trusts. This is a supportive and collaborative forum where our Trust leaders and Diocesan Teams discuss and agree priorities and strategy.

The members of this partnership are:

- Bishop Luffa Learning Partnership
- Bishop Otter Academy Trust
- Diocese of Chichester Academy Trust
- Hurst Education Trust
- St Lawrence Academy

The Director of Diocesan Education currently sits on all of these Boards or has a formal role as a Member.

The team is also involved in setting up a further Church Majority Trust to support small and rural schools in the East of the diocese.

We also work as partners with several other Trusts who have adopted appropriate articles to support our schools and we are pioneering new initiatives in the west of the diocese to look at creating a MAT to support a large group of small schools.

The Diocese of Chichester Education Trust (DOCET), the Diocese's umbrella trust, oversees academy policy and strategy on behalf of the DBE. DOCET appoints Members and Directors to diocesan academy trusts and exercises oversight on the performance of each trust. The newly appointed DDE will be a Director of DOCET and will be expected to attend board meetings.

Job description

Job title	Diocesan Director of Education
Department	Education
Accountable to	The Bishop of Chichester and The Chair Diocesan Board of Education
Reports to	The Diocesan Secretary (for personnel, performance and administrative matters)
Line Manager to	Assistant Director of Education: School Organisation and Services Assistant Director of Education: Teaching & Learning
Key working relationships	Diocesan Board of Education Schools and Multi Academy Trusts The Regional Director Local Authorities (West Sussex, East Sussex and Brighton and Hove) Church of England Education Office Association of DDE's
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

Main purpose of job

To work strategically with the Diocesan Board of Education (DBE) and Diocesan Board of Finance to deliver its plans within the context of the Diocesan Boards of Education Measure 2021.

This will involve:

- 1) leading on the development, implementation and effective delivery of a strong and effective Schools and Education strategy to:
 - maintain our diocesan family of schools and their Christian distinctiveness
 - where feasible increase the number of children and young people benefiting from membership of a church school;
- 2) ensuring that Education contributes to the life and mission of the Diocese to know, love and follow Jesus;
- 3) developing the Education team and associated services so they can best deliver the strategy and its implementation;
- 4) engaging with Heads, Governors, and current and prospective Academies to explore opportunities for future growth.

Key responsibilities:

- The development of the Church of England Vision for Education in the Diocese
- The Education staff team
- Schools Building and School Effectiveness services



Principal duties:

General

- To be the Secretary and senior adviser to the Board of Education (DBE), putting forward proposals for the Board's strategy, policy and practice, implementing the Board's decisions and intentions, and enabling all its work under the terms of the 2021 DBE Measure.
- To exercise statutory authority in school governance under the terms of the 2021 Measure.
- To act as a corporate member for all the academy trusts in the diocese through DOCET with the intention that they fulfil their mandate and contribute effectively and distinctively to the mission of the diocese in Education.
- To lead, manage, support and develop the Education team.
- To participate in the Church House Team Leaders group.

Missional

- To make strategic connections around the diocese to ensure that Education plays a key role in the Diocese's mission.
- To ensure that the Christian distinctiveness of all aspects of the DBE's work is safeguarded, enhanced and demonstrated, and that the emphasis is at all times on the whole-life well-being of children and young people in the context of the families and communities in which they are situated.
- To provide support and advice to deaneries, parishes and chaplaincies on educational issues, promoting and encouraging schools engagement across our Diocese.
- To set the work of the DBE in a context of prayer and worship.

Strategic

- To develop, implement and deliver a vision and strategic plans that will support the long term sustainability of our family of schools and maintain their Christian distinctiveness.
- To ensure that the education work for which the Diocese is responsible aims for excellence and provides the highest possible quality of education and positive outcomes for all pupils within a context which is distinctively Christian.
- To take the lead on defining the contribution of Education to the Diocesan strategic goals of growth in holiness and number, re-imagining ministry and serving the common good.
- To be an agent of change enabling the DBE always to respond with creative, relevant and effective solutions.
- To hold together the family of all church schools and academies in the diocese, ensuring that appropriate challenge, professional and pastoral support is offered to school leaders as appropriate.
- To work with the Diocesan Secretary to ensure the needs of the DBE are represented in the diocesan strategy and budgetary processes, ensuring effective use of resources, including financial resources, and report to the Bishop's Council/Diocesan Board of Finance and Diocesan Synod as appropriate.
- To develop and manage the diocesan provision of educational and building services to schools, ensuring that they provide excellent support in a cost-effective way and to budget.

Engagement

- To represent the DBE across the diocese and to encourage all parishes and their clergy to relate responsibly and creatively to all schools, particularly church schools, in their care.
- To represent the Diocese and the DBE in local and national settings and particularly with Local Authorities, the Regional Director and their team, the Department for Education, the National Society for Church Schools, the Church of England Education Office and the Diocesan Directors of Education national network, through strong and effective structures and partnerships.
- To influence educational strategy at the local, regional and national level, both church and secular.

General responsibilities

- The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- The post holder is required to:
 - support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in performance management and appraisal;
 - engage in training and continuous professional development activities.
- The post holder will be required to travel across the diocese and to meetings in London.
- The post holder will be required to be a payment signatory and will receive training
- The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.



Person specification

Qualification and Experience:

The successful applicant must bring the following skills and experience:

- Educated to degree level or higher.
- Held senior leadership positions, preferably in education, with an understanding of how excellence, particularly in education, can be enabled.
- Experience of leading and managing employed staff, consultants and volunteers.
- An understanding of how the Christian ethos and distinctiveness of Church of England schools can be enabled and sustained
- Understanding of children and young people, including their spiritual development.
- Excellent knowledge of current educational thinking and policy including understanding of OFSTED requirements, school improvement drivers and the role of governance.
- Experience in devising and managing budgets.
- Experience of developing and implementing successful strategic plans and managing change in a complex and changing national and local context.
- Experience in making and sustaining a range of collaborative working partnerships.

Skills and Abilities:

We believe that these personal qualities are essential, and we would like candidates to demonstrate them throughout the recruitment process:

- Able to develop and articulate a strong and inspirational rationale and vision for the church's involvement in education and to bring about its implementation.
- Able to develop, inspire, challenge, lead and manage a professional team and effectively manage available resources.
- Able to negotiate, build and maintain strong relationships and strategic partnerships at all levels with multiple stakeholders, including central and local government, while also providing challenge where necessary.
- A creative approach to solving problems and willingness to have difficult conversations.

- Able to manage risk effectively.
- Able to inspire respect from other education professionals, for example through professional experience of schools and educational establishments.
- Able to engage theologically across the spectrum of Anglican tradition and with other Christian denominations.
- Effective communication skills, oral and written, across a variety of media including social media.
- Able to represent the work of the Board in a variety of public contexts.
- Willing to inspire and nurture leaders in Church schools from personal Christian experience.
- Able to offer pastoral support across a wide variety of people and their circumstances.
- Ability to keep confidences and handle sensitive information.

Work-related Personal Qualities

- Not disqualified from serving as a director or charity trustee.
- As a senior figurehead and regular visitor to our schools this role requires the post holder to have full Enhanced DBS clearance and complete the relevant safeguarding training
- A practising Christian who is prayerful and reflective and has an understanding of the complexity of Church of England structures, culture, parish and diocesan life and its mission in education.
- Commitment to the Church's mission and to the Christian ethos and distinctiveness of Church of England schools.
- High level of self-motivation and personal work standards, tenacity, and resilience under pressure.
- A commitment to continuous professional development.
- Willingness to work outside normal working hours.
- Ability to travel extensively and flexibly.

This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

Main terms and conditions

Salary	£83,000 per annum
Hours	35 hours per week.
Pension	Membership of the Church Workers Pension Scheme.
Annual leave	28 days plus public holidays and two additional days (Maundy Thursday and Christmas Eve).
Probationary period	6 months.
Notice period	3 months, following successful completion of probationary period.
Expenses	Working expenses are paid in line with diocesan rates.
Office base	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.
Contract	The contract of employment will be with the Diocesan Board of Finance.
Pre-employment checks	The post holder must have the right to reside and work in the United Kingdom and an offer of employment is subject to satisfactory pre-employment checks including an Enhanced DBS check.
Safeguarding	The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment and to comply with the relevant safeguarding policy. Our full safeguarding policy can be found here

How to apply

Application process	Completed application forms and a letter of application stating why you are interested in, and are suitable, for this post should be returned to recruitment@chichester.anglican.org
Further queries	Please contact: Zoe Smith, HR, IT and Facilities Manager on 01273 425027 or email zoe.smith@chichester.anglican.org .
Closing date for applications	Midnight on 31st March 2024
Interviews	Shortlisted candidates will be invited to interview on Friday 19th April at Church House, 211 New Church Road, Hove, BN3 4ED

Education Department

Diocese of Chichester

Diocesan Church House, 211 New Church Road, Hove, BN3 4ED

Tel: 01273 425687

General Enquiries:

schools@chichester.anglican.org

Education Department website:

<https://schools.chichester.anglican.org>

Education Department Twitter:

@ChiDioEducation

