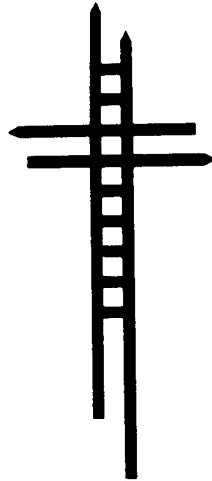


DIOCESE OF MIDDLESBROUGH



APPOINTMENT OF DIOCESAN DIRECTOR OF SCHOOLS

JOB DESCRIPTION

DIRECTOR OF SCHOOLS

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This appointment is with the Trustees of the Diocese of Middlesbrough under the terms and conditions of employment set out in these papers.

The Diocese wishes to appoint a practising Catholic who can show by example and from experience that he or she is able to develop and maintain a Diocesan Schools Service consistent with the teaching of the Church in general and, in particular, as expressed in the general Directory of Catechesis and Canon Law. In carrying out his or her responsibilities, the Director shall consult, where appropriate, the Bishop, his officers and Trustees, the Consultative Forum, the Liaison Forum, the Forum of Chairs of Governors, the staff of the Diocesan Schools Service, the parishes and schools served by the Schools Service.

KEY AREAS OF RESPONSIBILITY

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOLS SERVICE

The appointment of a Director is intended to promote the development of a Diocesan Schools Service to enable the Bishop, his officers and Trustees to provide for the changing needs in accordance with the *Vision Statement of the Diocese*.

MAIN TASKS

- 1.1 To work with all Diocesan education forums and Education Service staff to review and fulfil the Vision Statement of the Diocesan Education Service and to develop a Mission Statement for the Service
- 1.2 To work with all Diocesan education forums in formulating, for Bishop and his Trustees, the educational aims, objectives, targets and policies of the Diocesan Education Service
- 1.3 To draw up and agree the production of a three yearly Schools Service Development Plan
- 1.4 To monitor and evaluate the performance of the Schools Service, responding and reporting to the Consultative Forum and Diocesan Trustees as required
- 1.5 To motivate and support staff through informed interest, encouragement and recognition of their work and their unique contribution to the educational mission of the Diocese
- 1.6 To implement the Diocesan education policies and provide leadership in all aspects of the Schools Service

- 1.7 To act with delegated authority of the Bishop and his Trustees in the management and operation of the Schools Service
- 1.8 To secure and maintain income to meet an agreed proportion of the costs of the Schools Service
- 1.9 To ensure that the Schools Service functions effectively at all times

2. EDUCATIONAL PROVISION AND DEVELOPMENT

The Bishop has canonical responsibilities in regard to both parishes and schools and statutory rights and responsibilities in regard to Catholic Schools. The Bishop, together with his Trustees seeks to ensure not only that their legal responsibilities are met through the Schools Service but also that every opportunity is taken to promote all aspects of education as expressed in the Vision Statement.

The Director will work to protect the legal rights of the Bishop, his Trustees and Catholic Schools of the Diocese in relation to both national and local government.

MAIN TASKS

- 2.1 To determine, organise and implement, in collaboration with the Consultative Forum, and other appropriate persons and bodies, educational provision which:
 - (a) is consistent with the teaching of the Church and the educational norms expressed in the general Directory of Catechesis and other relevant documents
 - (b) implements the policies of the Bishop and Diocesan Trustees
 - (c) ensures that the legal rights of the Bishop, Trustees and schools are protected
 - (d) ensures that the Bishop's and Trustees' statutory and canonical responsibilities are met
- 2.2 To develop and maintain educational provision which:
 - (a) addresses the educational needs of every child in our schools
 - (b) addresses the identified needs of those responsible for the Diocesan Schools so as to enhance their Catholic identity
 - (c) oversees the support and training of school governors, members of school senior management teams, Religious Education teachers, school chaplains (in conjunction with the Diocesan Co-ordinator for School Chaplains) and others exercising responsibility for key areas contributing to the distinctive identity of Catholic Schools

- (d) promotes collaborative working between schools
- 2.3 To publicise the work of the Schools Service as a support service for both parishes and schools, so as to:
- (a) promote the Diocese of Middlesbrough Schools Service
 - (b) encourage collaborative working between the Schools Service and 'key clients', e.g. parish clergy, head teachers, and chairs of governors
 - (c) promote transparency of operation and decision-making processes
- 2.4 To determine and publicise appropriate information about the specific provisions of the Schools Service so that:
- (a) information is clear and appropriately targeted
 - (b) potential students are encouraged to take appropriate advantage of the educational opportunities offered

3. LEADING AND MANAGING STAFF

The role of the Director is to develop and maintain an agreed staffing profile for the Schools Service and to lead them as a team of skilled and experienced professionals working collaboratively for the common good of the Diocese of Middlesbrough. The Director's management of staff should demonstrate both respect for individual staff and the discrete areas of knowledge and expertise they are appointed to develop and maintain.

The Director's leadership should motivate and develop staff.

MAIN TASKS

- 3.1 To assist the Bishop and his Trustees in determining the staffing structure of the Schools Service
- 3.2 To participate in the key task of selecting and appointing advisory and support staff
- 3.3 To deploy and manage advisory and support staff of the Diocesan Schools Service by allocating areas of specific responsibility and, as appropriate, allotting particular duties relating to these areas
- 3.4 To delegate, where appropriate, such of his / her duties as may be properly delegated, in a manner which is reasonable and consistent with the individual contracts and conditions of employment of staff
- 3.5 To promote and develop good management practice, positive staff participation, effective communication and clear procedures

- 3.6 To ensure that staff take advantage of appropriate in-service opportunities for their own self-development and the benefit of their work for the Diocese
- 3.7 To ensure that all Schools Service staff comply with employment procedures and formal documentation requirements as set out in the Staff Handbook and Contracts of Employment

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND ASSOCIATED RESOURCES

The deployment of staff, material resources, time and energy should promote the common good of the Diocese of Middlesbrough by enabling the Schools Service to operate effectively in its work of serving the educational needs of the Diocese and promoting educational opportunity in the Diocese.

The Director deploys staff and other associated resources efficiently and effectively to meet specific objectives in line with the Mission Statement of the Schools Service and with the strategic plans of the Trustees.

MAIN TASKS

- 4.1 To implement the policies of the Bishop and his Trustees and the procedures of the Consultative Forum concerning the deployment of staff and the management of the Schools Service
- 4.2 In collaboration with the Diocesan Financial Secretary, to account for the financial and material resources which are given to the Diocese for the Schools Service
- 4.3 To ensure the security and confidentiality of personal information made available to staff in the course of their professional duties, and to ensure compliance with the Data Protection Act and Diocesan regulations
- 4.4. To ensure that staff holiday entitlement is taken up within the relevant holiday year as required by the *Staff Handbook and Contract of Employment*
- 4.5 To ensure that where entitled, staff take appropriate time off in lieu following the requirements of the *Staff Handbook and Contract of Employment*
- 4.6 To ensure that staff holidays are taken at times which ensure the continued availability of appropriate Schools Service support

5. RELATIONSHIPS

The Director is accountable to the Bishop, his Trustees and the Consultative Forum. S/he fulfils his or her responsibilities in accordance with the Diocesan Vision Statement for the Schools Service and the Education Service Mission Statement. The Director supports the Trustee Board in fulfilling its responsibilities under its Terms of Reference in accordance with both Canon Law and Diocesan policy, but must also work with other members or groupings in the Church family.

MAIN TASKS

5.1 In relation to the Trustee Board:

- (a) To advise and assist in the exercising of its functions
- (b) To service and attend meetings of the Board
- (c) To report to the Board as required

5.2 In relation to staffing:

- (a) To advise and assist any discrete group designated by the Bishop and his Trustees to undertake delegated functions in connection with the appointment and maintenance of staff
- (b) To service and attend meetings of such a group
- (c) To report to the group as required
- (d) To give advice regarding remuneration and conditions of service, where appropriate, across the diocesan school education function.

5.3 In relation to the Diocese:

- (a) To be at the service of the Bishop in relation to the provision of education in the Diocese
- (b) To develop and maintain positive relationships across the whole Diocese
- (c) To ensure that the Schools Service recognises its responsibility to serve the educational needs of both parishes and schools in the Diocese
- (d) To promote a positive image of the Schools Service in accordance with its Mission Statement

5.4 In relation to parishes:

- (a) To develop and maintain positive relationships with parish communities
- (b) To ensure, in so far as possible, that parishes know and can take full advantage of the range of services offered by the Schools Service
- (d) To ensure that a geographically balanced proportion of parish-related courses and training opportunities are provided

5.5 In relation to schools:

- (a) To service and attend meetings of the Consultative Forum, advising and assisting in their function and reporting to the forum when necessary.
- (b) To develop and maintain positive relationships with schools
- (c) To ensure that the Bishop's canonical responsibilities with regard to schools are met and that the Trustees' statutory rights and responsibilities are satisfied.
- (d) To ensure that schools know and can take full advantage of the range of services offered by the Schools Service
- (e) To report annually to schools on the services provided to them and the income received from the Schools contribution scheme

5.6 In relation to other Dioceses and the Catholic Education Service:

- (a) To develop and maintain positive relationships with other Dioceses
- (b) To ensure and facilitate appropriate Schools Service participation in, and contribution to, the full range of relevant inter-Diocesan activities and consultation processes (e.g. with CES, School Commissioners, NBRIA, other Dioceses etc.)

GENERAL

It is not always possible to define completely the duties and responsibilities attached to posts as some variations may be necessary from time to time.

ETHOS

To be conscientious and loyal to the aims and objectives of the Diocese and not to do anything which would harm its interests, having regard at all times to the Catholic character of the Diocese.

MISSION

To know and understand the Mission Statement.

HEALTH AND SAFETY

To be fully acquainted with all the Diocesan Health and Safety policies and procedures and ensure that these are followed at all times.

SECURITY

To be fully acquainted and comply with all security procedures and policies and ensure that these are followed at all times.

To maintain strict confidentiality in business matters.

To be aware of the Data Protection Act and security of personal data held within the department, and to ensure that policies are followed at all times.

To ensure that any password issued to you is protected.

To report any misuse of passwords or deviation from policy immediately to a more senior member of staff.

EQUAL OPPORTUNITIES

To work within and promote the Diocesan Equal Opportunities Policy.