

DIOCESE OF  SALFORD

Department for Education
Application Pack:
System Support Leader



Enquiries:

Telephone: 0161-817-2203

Email: HR@dioceseofsalford.org.uk



Introduction

We are looking to appoint two dynamic, inspirational and experienced school leaders to join the team in the Education Department of the Diocese of Salford.

You will work alongside the wider Education team in supporting all our family of schools and be largely responsible for the oversight of schools within one of three Catholic Academy Trust footprints.

The role is varied and interesting. Key areas it would include are:

- Pastoral visits to schools
- School information, data, and website analysis
- Attendance at School Improvement Board meetings
- Attendance at Diocesan Partnership meetings
- Stakeholder liaison, including Department for Education, Ofsted, and CATs.
- Appointments of reserved posts within your footprint
- Liaison with some other Diocesan system leaders
- Liaison with wider school system leaders, including Local Authorities, Teaching school hubs, GMLP. and Research schools
- Working alongside innovative colleagues who help deliver high quality CPDF experiences
- Supporting colleagues in providing outstanding provision in Catholic Life and Mission, curriculum RE and prayer and liturgy.



The Diocese



You will cover the whole geographical area of the Diocese of Salford, which serves 110 parishes and 207 schools and colleges across Greater Manchester - north of the Mersey - and Lancashire, including Blackburn and Burnley.



Details



Appointment Type: Part-time, 3-year fixed-term contract

Working hours: 17.5 hours per week, term-time only (38 weeks per year)

Location: Cathedral Centre, 3 Ford Street, Salford, M3 6DP

Salary, pension, and benefits: Actual £25,000 per annum (subject to pro rata based on 38 weeks per year)

Job purpose

The post holder will be a member of the Diocesan Education Department and work collaboratively with the Director of Education and team members. They will share in the core leadership of the Education Department and specific areas of responsibility will be agreed with the post holder.

The post holder is expected to contribute to the achievement of the Church's mission and ministry in education by sharing responsibility with the Director and other advisors for the preservation and development of Catholic Education and working to support the highest standards in education in diocesan schools and academies.

The postholder will support, advise and challenge headteachers, governors and staff of Catholic schools and Academy Trusts, through personal visits and other means of communication, in order to promote and develop the distinctive nature and effectiveness of our Catholic schools.

To take a strategic lead on the Catholic School improvement work. brokered by, or undertaken, by the Diocesan Education team.

The key driver is continued and sustained school improvement within a distinctly Catholic ethos, working directly with identified schools and in partnership with Catholic Academy Trusts, Teaching School hubs, Research schools, Local authorities and other agencies as appropriate.

To assist in the co-ordination of provision of professional advice and support to governors, headteachers and others in relation to education policy, legislation, and the legal framework of the current educational landscape.

Job Description



The principal duties of the role are:

- To contribute to the Diocesan strategy, policy development, implementation, and review, particularly within the area of school improvement, school to school support, collaboration, and other initiatives.
- To co-lead, manage and contribute to particular projects in the strategic development plan.
- To work directly and proactively with identified schools in a strategic and pre-emptive way, coaching, mentoring, supporting and challenging Headteachers and governing boards as appropriate.
- To engage, influence, and strengthen existing relationships, and working in partnership with our Catholic Academy Trusts and other partners in order to co-construct and secure high quality “joined up” school-to-school support for all schools across the diocese, in support of our Catholic identity and mission.
- To develop, monitor, quality assure and evaluate all aspects of policy, process, and procedure with regard to diocesan involvement in Catholic school to school support. This includes the monitoring of Ofsted and CSI inspections and helping to support school leaders in planning for improvement.
- To further enhance the quality of teaching, leadership, and governance in Catholic schools through effective collaboration.
- To advise governing boards during the planning and appointment stages in the recruitment of headteachers and deputy headteachers and liaising with LA and CAT colleagues as appropriate.
- To support our programme of career pathways from ECT to CEO within the Salford context of a nurturing and committed community of diocesan schools and academies in order to realise individuals’ potential and build collective capacity across the diocese.
- To provide CPD and in-service training for heads, staff, and governors on a range of subjects with a focus on preserving a distinctly Catholic response to the key issues in current educational thinking.
- To liaise with local parish priests and clergy to support their effectiveness in and with schools and to help to develop parish-school links
- To support Department consultations and briefings with clergy, schools and governors on educational matters.

Person Specification



Qualifications	Essential	Desirable
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| • Educated to degree level (or equivalent) | ✓ | |
| • Current valid driving licence and have an ability and willingness to drive in the course of the role | ✓ | |
| • Further degree or a leadership and management qualification (e.g., MA, NPQH, NPQEL) | | ✓ |

Experience	Essential	Desirable
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| • Experience of Catholic Education: policy, practice, and implementation | ✓ | |
| • Experience of good practice in the planning and delivery of training | ✓ | |
| • Successful experience at a headship level | ✓ | |
| • Managing budgets | ✓ | |
| • Deploying resources | ✓ | |
| • Successful experience of the monitoring and evaluation of impact | ✓ | |
| • Leading and managing teams effectively in targets and priorities | ✓ | |
| • Working strategically with a range of partners | ✓ | |

Knowledge, skills, and abilities	Essential	Desirable
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| • Up to date and detailed knowledge and understanding of education policy, the education system, and its legal framework | ✓ | |
| • Evidence of contributing successfully to national, regional and local initiatives | ✓ | |
| • Excellent written, oral and interpersonal skills with the ability to influence, negotiate and establish credibility with clergy, headteachers, governors and other leaders in educational settings | ✓ | |
| • Excellent presentation skills | ✓ | |
| • Ability to understand the roles and issues facing school leaders | ✓ | |

Knowledge, skills, and abilities (continued)

Essential

Desirable

- Secure and confident when addressing a range of internal and external audiences including school leaders, clergy, and governors ✓
- Ability to read, summarise and present key points from documentation ✓
- Ability to engage others in problem solving and to develop and implement creative and innovative solutions to complex and sensitive problems ✓
- Ability to work in a small team ✓
- Ability to introduce and promote new ideas and relating them to the Diocesan Development plan ✓
- Computer literate with good word processing skills ✓
- Good organisational skills with the ability to prioritise ✓
- Knowledge and understanding of the obligations of Canon law ✓

Personal qualities:

- Self-driven and determined with self- management skills ✓
- Ability to manage own workload, to prioritise and work autonomously at times, being flexible and adaptable ✓
- Commitment to own professional development ✓
- A commitment to equality of opportunity and diversity ✓
- Able to pay close attention to detail, work under pressure and meet tight deadlines ✓

Other requirements

- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children ✓
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups ✓
- This role is reserved for Practising Catholics only as an Occupational Requirement under Schedule 9 of the Equality Act 2010 ✓

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

How to Apply



Closing date for applications: 12 noon Wednesday 1st June

For further information or to apply, please visit our website:
www.dioceseofsalford.org.uk/news/vacancies

Informal conversations about the role are welcomed. Please contact HR@dioceseofsalford.org.uk

