



Re-DRAFT

Development Officer South East Catholic Partnership (0.3FTE, 2-year Fixed term contract)

The Catholic Education Service (CES) has an opportunity for an individual able to demonstrate an outstanding leadership track record in education to work with diocesan directors, academia and Catholic teaching schools in the region to develop and deliver effective programmes of leadership development and ongoing formation.

The Catholic Bishops' Conference of England and Wales recognises that an effective Leadership and Governance strategy sits at the heart of Catholic education and has commissioned CES to deliver an effective framework, under the **Formatio** identity, to achieve this in partnership with diocesan education teams, Catholic universities and teaching schools across England and Wales.

Formatio will form, nourish and sustain leaders of Catholic education by providing opportunities for professional development and Catholic formation and strengthen working relationships between Catholic dioceses in the spirit of the common good.

Key deliverables

- To develop and implement ongoing formation programmes for governors
- To provide support for aspiring head teachers and those in leadership roles
- To establish and implement a framework for leadership development
- To prioritise areas of greatest need due to lack of system capacity, economic disadvantage or poor educational performance

This role presents a fantastic opportunity to make a real difference to future leadership within Catholic education in England and Wales. The role will work in partnership with dioceses to build on the strong foundations of existing provision in the four regions to ensure that development matches today's needs.

The role will require outstanding relationship building capabilities to collaborate with colleagues within the South-East diocesan education teams, across the four regions and with the Catholic Education Service.

The **South East Catholic Partnership comprises:** Archdioceses of Southwark and Westminster, Dioceses of Arundel & Brighton, Brentwood, East Anglia, Northampton and Portsmouth along with Catholic teaching schools and St Mary's University.

How to apply

Please complete an application form (available from <http://www.catholiceducation.org.uk/about-us/job-vacancy-development-officer>) and return to hr@cbcew.org.uk

Closing date for applications is **9am on Thursday 9 May** and interviews will take place on **Friday 17 May 2019**.

The post is open to individuals either as an employment opportunity or as part of a secondment. This person will act as a catalyst to help form and sustain leaders of Catholic education

For further information please contact Catherine Bryan: 020 7901 1918

Development Officer Job Description

Responsibilities:

1. To capture and demonstrate the distinctive nature of leadership in a Catholic school setting as the underpinning of a school's Catholic ethos.
2. To provide operational leadership of leadership development and ongoing formation of school leaders and governors in partnership with the South East Catholic Partnership to build performance and practitioner value.
3. To develop and implement an annually-agreed programme to support the future leadership needs of the South East Catholic Partnership schools in partnership with the diocesan Directors of Education.
4. To ensure that programme content supports succession planning to ensure that authentic future Catholic school leadership is equipped for the ever-changing educational landscape.
5. To ensure the delivery of consistently high-quality learning experiences to teachers on the programme(s), ensuring that all course briefs and programme outlines are comprehensive and prepared under the requirements of the Bishops, other training partners and meet quality standards.
6. To be responsible for the management and coordination of teacher mentoring required by the programme.
7. To build effective links with Catholic teaching schools, universities and other appropriate providers of continuing professional development.
8. To organise, monitor and take part in the tutoring/mentoring arrangements for the hub.
9. To support the chair of the regional hub in evaluating the impact on Catholic leadership in the regional hub.
10. To establish efficient work practices to manage the geographical spread of the hub.
11. To attend national and regional meetings as required by Catholic Education Service or diocesan Directors of Education, as appropriate to the role.

Person Qualities/Specification:

- Demonstrates deep understanding and appreciation of the distinctive nature of Catholic education.
- Good knowledge and understanding of the work of the five dioceses in the regional hub and the relationship with the Catholic Education Service nationally.
- Demonstrate significant experience of successful leadership in the Catholic schools' sector.
- A commitment to and a clear understanding of the importance of faith formation in Catholic school leadership.
- Demonstrates a practical understanding of developing and implementing effective leadership programmes.
- An ability to work collaboratively to develop strong relationships in the region and build effective partnerships.
- Ability to think creatively and problem-solve.
- Excellent communication and organisational skills.
- Self-motivated and proactive.
- Generosity of spirit.

Location: flexible, based within the South East regional hub

Salary: £60,000 pro rata (£18,000)

Hours: 0.3 FTE flexible working

Contract type: Fixed Term (2 years, grant funded)

This role will involve travel throughout the regional hub as well as attendance at meetings held in London. Normal work-related expenses will be paid.

The post holder will be employed under CaTEW terms and conditions, line managed by CES and operationally accountable to the South East Catholic Partnership Chair.