



The Church of England
Diocese of Ely

Diocesan Director of Education, Diocese of Ely Candidate Pack



Welcome Letter from the Chair of Ely Diocese Education Committee

Dear Colleague,

Re: Diocesan Director of Education, Diocese of Ely

Thank you for your interest in the post of Diocesan Director of Education [DDE]. The Bishop has asked me to oversee the appointment process as chair of the Education Committee and I would like to take this opportunity to introduce the role.

Our vision is that all Diocese of Ely church schools and academies consistently deliver high-quality provision of a distinctly Christian character for those of all faiths and none. The principal task of the DDE is to support schools and trusts to fulfil this vision through a confidently expressed rationale which explicitly connects Christian belief to organisational ethos and decision-making at every level. The educational pursuit of "life in all its fullness" connects with our overarching diocesan strategy – "People fully alive" – and the DDE is a full member of the Bishop's Senior Team, contributing to the whole life of Ely Diocese.

The DDE leads our small but very experienced and skilled education team as they work closely with our 84 schools and academies. The DDE is also involved in the governance of diocesan Multi-Academy Trusts, working with them to further develop the strategic vision for the diocese. They will also operate within the wider sector to maintain the church's profile as a vital and collaborative partner in education.

Full details of the role can be found in the Job and Role Descriptions. Our strategy documents and the operational details can be found in our EDEC handbook. Available on request from colsen@academicis.co.uk. The link to the education pages of the Ely Diocese website will also provide you with an insight to the training we do and the work we do in schools, www.elydiocese.org/schools/school-training-and-development/. If you wish to discuss the role further please contact the interim DDE, Sarah Conant (sarah.conant@elydiocese.org), to arrange a conversation.

Thank you for your interest in this post and I wish you well in your discernment.

Yours sincerely,



Chair, Ely Diocese Education Committee

About the Diocese of Ely

The Diocese of Ely is one of 42 Dioceses that comprises the **Church of England**.

The Diocese of Ely ([map here](#)) covers an area roughly similar to the county of Cambridgeshire, but also includes some parts of western Norfolk, Peterborough, Essex and Bedfordshire.

Our Vision

The Diocese of Ely has an exciting, hopeful **vision and strategy** to help us grow and develop. We created this together to give us direction, right up to the year 2025 and beyond.

Our Bishops

The **Bishop of Ely** leads the work in the Diocese. The Bishop's Seat of Authority is at Ely Cathedral and he is responsible for the care and support of the Diocese of Ely's ordained clergy, as well as having a role in administering the legal structures they must work within.

Although the Bishop leads and encourages parish work, church communities also influence the policies and practices of the Diocese as a whole. This happens through debate and voting at **Diocesan Synod**.

The **Bishop of Huntingdon** works alongside the Bishop of Ely across the whole Diocese.



Governance and Structure

Representatives from church communities within the Diocese of Ely have a part in influencing the policies and practices of the national Church of England, through **General Synod**. There are also **Deanery Synods and Diocesan Synod** in which representations can be made.

The Diocese operates within the national structures of the Church of England. For more information about this, [visit the Church of England website](#).

Church Schools

Every Parish in the Diocese has at least one church building and many also have a **Church of England school**.

Our church communities exist to serve their parish in all kinds of loving ways. That love is inspired through our Christian faith. Church schools exist to provide education like any other school, but have distinct values drawn from the Christian faith.



Diocesan Director of Education, Diocese of Ely Job Description



Location: Ely, Cambridgeshire

Reporting: Ven. Dr Alex Hughes, Archdeacon of Cambridge (Chair, Ely Diocese Education Committee)

Salary: Competitive

Role Purpose:

- The DDE has executive authority for delivering the diocesan and Church of England's vision and strategy for education. The DDE works to deliver the DBE Measure 2021 as executive secretary of the Ely Diocese Education Committee [EDEC], providing professional leadership, advice and guidance to the Committee and the Bishop to enable an up-to-date understanding of educational issues and policy. They lead and manage a professional and highly motivated Education Team.
- The DDE is the primary link between the diocese and other educational bodies.
- The DDE is the primary link with the DDEs of other Dioceses.
- The DDE is a full member of the Bishop's Senior Staff and contributes to the overall oversight and governance of the diocese.
- The DDE works collaboratively with other diocesan officers and departments, especially the Mission and Ministry team, to contribute to the effective delivery of mission and ministry for children and young people.

Accountabilities:

- The DDE is appointed by the Bishop of Ely and employed by the Ely Diocesan Board of Finance [EDBF].
- The DDE reports to the EDEC, which carries delegated responsibility for all matters concerning diocesan church schools and the diocesan requirement to deliver the DBE [Diocesan Board of Education] Measure.
- The Chair of the EDEC is responsible for the DDE's line management, annual appraisal and performance. The Diocesan Secretary is responsible for administrative matters of employment.
- The DDE is a member of the Bishop's Senior Staff and reports accordingly.
- Also:
 - The DDE is an ex officio Director of the Diocese of Ely Education Trust and diocesan/church MATs.'
 - The DDE represents the EDEC in its statutory and professional partnerships with government, requiring meetings with senior link officers, including the DfE and ESFA, Regional Director, National Society.
 - The DDE may sit on various Local Authority bodies and committees, as determined by the LA and EDEC.

The DDE operates and reports in accordance with the governance and democratic structures set out in each case.



Diocesan Director of Education, Diocese of Ely Job Description



Main Duties and Responsibilities:

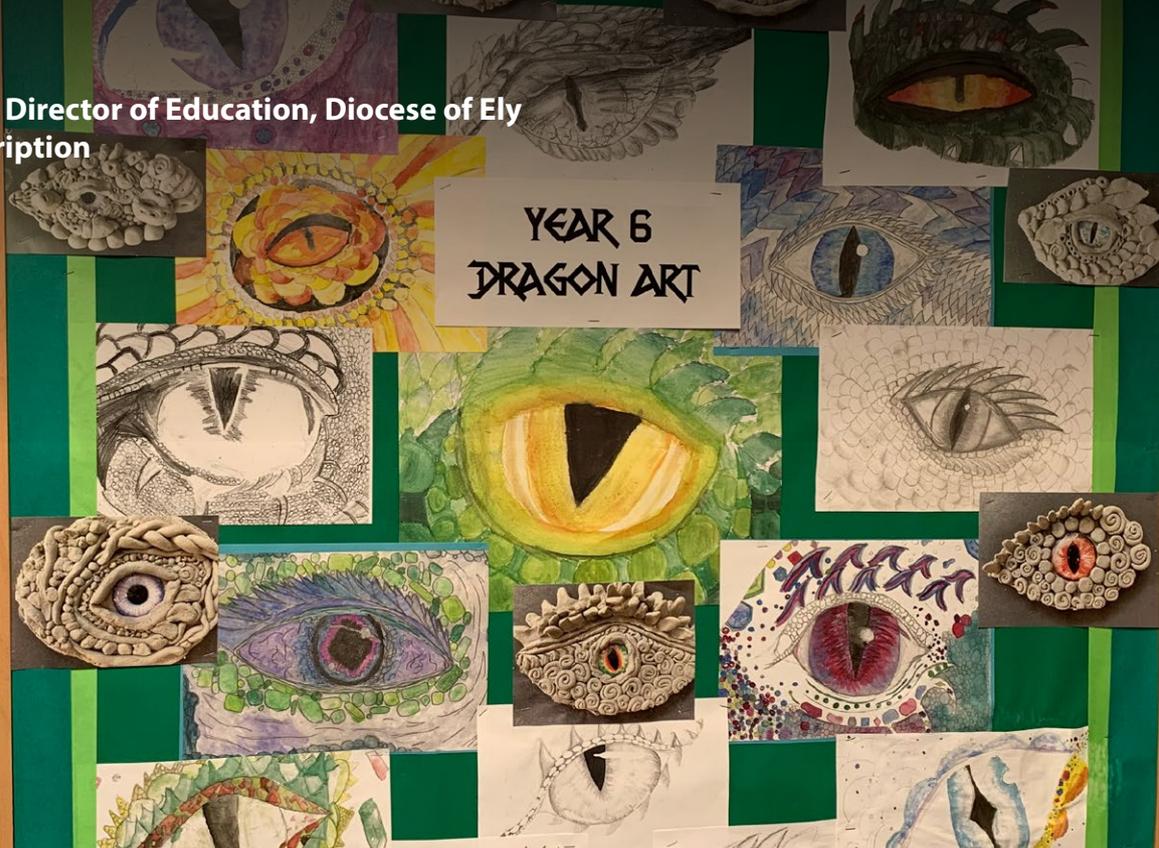
Strategic

- Contribute to the strategic and operational leadership of the diocese, pursuing the various strands of diocesan, national and educational vision and strategy.
- Recognise and maximise strategic developments and opportunities in accordance with the DfE's strategic plan for Cambridgeshire in relation to Church schools, sustaining a strong and collaborative partnership with the Regional Director
- Sustain a high-level professional engagement with a broad range of educational leaders and contexts, including proactive involvement in other relevant institutions at a local and national level, to promote the church's credibility in the field of education and pursue synergies and creative partnerships.
- Provide clear direction and terms of reference to the EDEC through the maintenance and development of an Operational Plan, Risk Register and Handbook.
- Support the Chair of EDEC who represents the EDEC's interests on the Bishop's Council and Diocesan Synod.
- Collaborate with other dioceses for mutual benefit.
- Accept ex-officio trustee, director and member appointments as required.

Operational

- Ensure delivery of the EDEC operational plan based on the EDEC strategy for education.
- Ensure that the work of the EDEC is fully understood and valued by all stakeholders, maintaining a high profile for education and young people within the diocese.
- Lead, manage and develop the diocesan Education Team, ensuring it is well-staffed with the expertise and professional credibility needed to support school and academy leaders, governors and clergy, and to interact with government officials.
- Ensure that the provision of all training for heads, governors, staff and clergy is of high quality.
- Provide specialist advice and ongoing training for school leaders, staff, governors, church ministers and parishes.
- Support academisation decisions and processes.

Diocesan Director of Education, Diocese of Ely Job Description



Advice, Guidance and Compliance

- Ensure the deeply Christian vision is fully understood and implemented across all diocesan schools.
- Monitor and where necessary challenge processes for compliance within Trusts and schools, particularly with regard to VA Admissions & VA Capital works, SACRE [Standing Advisory Council for Religious Education], DfE policy and guidance and those elements which are subject to external review through OFSTED and/or SIAMS”.

Resource and Financial Management

- Take responsibility for the efficient financial performance of the EDEC including establishing financial goals and increasing income from a range of sources.
- Ensure that all donated funds held under patronage by the EDBF are protected and used for their designated educational purposes.
- Work to ensure the maintenance and improvement of EDBF-owned VA school buildings managing both SCA and Salix funding.

Information management

- Sustain a diocesan database of school performance indicators that enables EDEC oversight of progress towards diocesan strategic objectives.
- Ensure diocesan information management systems and policies are adhered to, including social media, GDPR and Data Protection.
- Build good working relationships with the diocesan Communications team.

Equality and Diversity

- Promote equality, diversity and inclusion in employment practices and leadership relationships in line with the Equality Act 2010.
- Ensure the EDEC proactively supports the principles and practices of equality of opportunity as detailed in its strategies and policies, and in accordance with its legal obligations and the teachings of the Church of England.

Professional Development

- Undertake any necessary training to ensure continuing personal development.
- Participate in an annual review of performance.
- Maintain professional and technical knowledge and keep up to date with new and available technologies.

Any other duties which might be requested in association with this role to meet the needs of the diocese

Diocesan Director of Education, Diocese of Ely Person Specification

Qualifications, knowledge and experience:

Essential

A practising Christian, able to articulate clear support for the Church of England's ministry and mission in general and particularly in connection with education.

Demonstrable credibility within the spheres of education and the church.

Knowledge, understanding and support for the ethos and Christian distinctiveness of Church schools and academies.

Understanding of the structures, beliefs, values and culture of the Church of England, Parish, Clergy and Diocesan life.

University Degree or equivalent.

Qualified teacher status (QTS, or equivalent).

Evidence of continual professional development.

Previous professional experience, knowledge, influence and understanding of the national education system both in and outside of the school context.

Experience of working in Church Schools.

Successful record of senior leadership in educational contexts.

Experience of school improvement strategies with evidence of raising standards in a wide variety of settings.

Knowledge and understanding of Safeguarding, governance and compliance in the education sector.

Experience of leading and line/performance managing staff, and a commitment to their development as individuals and as a team.

Proven record of influencing and nurturing others, building trust, collaboration and unity, demonstrating compassion, honesty and integrity, showing resilience when under pressure and confidently delivering a vision that inspires others and leads to successful outcomes.

Desirable

Experience of and evidence of success in leading and managing at executive headship/CEO level in educational contexts.

Experience of regulated national inspection, e.g. as a trained and accredited HMI/ Lead Ofsted inspector / SIAMS inspector.

Experience in the creation and development of MATs in line with national education policy.

Experience of governance in the charity, voluntary or not-for-profit sector, as a trustee or director.

Postgraduate qualification in a relevant subject area.

Skills and Attributes:

Excellent interpersonal skills enlivened by a personal calling and sense of Christian service.

Committed to using God's gifts to build up, equip and bless others within churches and schools.

Ability to establish credibility quickly, inspire trust and confidence and establish a culture of high expectations.

Excellent oral and written communication skills.

Politically astute with excellent networking skills.

Diocesan Director of Education, Diocese of Ely Person Specification

Skills and Attributes *Continued:*

Ability to think strategically to provide vision and direction.
Capacity to navigate complex organisational dynamics & to lead change.
Confidence to articulate theological thinking and its application within the life of the EDEC and the field of education.
Ability to negotiate and influence ideas and opinions.
Willingness to take initiative in relation to new opportunities with the ability to respond creatively and successfully.
Ability and commitment to work flexibly and proactively, modelling and promoting an inclusive and collaborative culture in which the diversity of individual backgrounds and experiences is celebrated, valued and respected.
Strong organisational and management skills.
Well-developed financial literacy, with the ability to take overall responsibility for budget and resources, including income generation.
Capacity to navigate complex organisational dynamics & to lead change.
Exceptional knowledge & understanding of primary & secondary education including the place of Church of England schools/academies/MATs.
Ability to recognise opportunities & processes relating to bidding for & creating new schools.
Ability to use critical thinking, statistical & data analysis tools, techniques, concepts and reflective practice to inform planning, support and challenge.
Financial literacy with the ability to take overall responsibility for budget & resources, including income generation within the charity sector.
A good knowledge & understanding of SIAMS & OFSTED.
Understanding of governance relating to schools, DBE, MATs & educational trusts.
Ability to advise & guide the headteacher recruitment process.
Understanding of risk management, health & safety regulations & expectations in relation to well-being and safeguarding.
Ability to draw up policy documents, reports and briefings.
Ability to lead, motivate and develop teams, recognising their strengths and empowering them to respond constructively and objectively to critique, opportunity and challenge.
Ability to recognise and celebrate individual and team achievements.
Ability to articulate knowledge and understanding in ways relevant to a range of audiences with the confidence and expertise to lead training.
Competence in use of a range of IT programmes and ability to embrace innovative technologies to improve efficiency and effectiveness.
Willingness to attend meetings outside of normal working hours as required.

Other

A driving licence and access to transport.
A satisfactory enhanced DBS check.





How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Caroline Olsen at Academicis, our recruitment partner, on colsen@academicis.co.uk or by phone on **07500 889504 / 01223 907979**

Closing date:

Monday 11th March 2024

Shortlisting:

Wednesday 13th March 2024

Interviews:

Tuesday 19th March 2024

