

# THE CATHOLIC DIOCESE OF NORTHAMPTON



## DIRECTOR OF EDUCATION CANDIDATE PACK





## WELCOME LETTER

Dear Applicant,

I am delighted that you are considering applying for the role of Diocesan Director of Education within the Diocese of Northampton. This is a role of profound importance, shaping the future of Catholic education in our diocese and ensuring that our schools and educational institutions remain vibrant centres of faith, learning, and formation.

At the heart of our mission as a Church is the call to proclaim the Gospel and form young people as disciples of Christ. Our schools play a pivotal role in this mission, working in deep partnership with families, parishes, and the wider community to nurture not only academic excellence but, most importantly, a lived faith. In today's world, the need for strong, faithful Catholic education has never been greater.

Our diocesan vision is one of unity and communion. We are a family of faith, walking together in Christ, ensuring that our young people and their families feel supported, encouraged, and inspired. The Director of Education plays a key role in fostering this spirit of communion—working closely with our dedicated school leaders, clergy, governors, and the wider community to ensure that Catholic education in our diocese is authentically lived, deeply rooted in Gospel values, and accessible to all.

This role is more than a position of leadership—it is a vocation, a calling to serve Christ in the formation of the next generation. The Director works alongside me to fulfil my canonical role in regard to the Catholic schools of our diocese. If you feel drawn to this mission and have the vision, commitment, and faith to guide Catholic education in our diocese, I encourage you to discern this opportunity prayerfully.

May the Holy Spirit guide and bless you as you consider joining us in this vital ministry.

Yours in Christ,

+ David

Bishop David Oakley





## DIOCESE OVERVIEW

The Catholic Diocese of Northampton is a vibrant community of faith, encompassing parishes across Northamptonshire, Bedfordshire, Milton Keynes, Luton, Buckinghamshire, and Slough.

At the heart of our mission is the commitment to Catholic education, ensuring that young people receive not only academic excellence but also formation in faith, character, and service.

The Diocesan Education Service supports and serves 42 schools across the diocese, including six secondary schools, one all-through school, thirty-three primary schools, and two independent schools, together educating over 20,200 pupils. There are two multi academy trusts within our diocese, St Thomas of Canterbury Academy Trust and Our Lady Immaculate Academy Trust named after our two diocesan patrons.

Working in close partnership with school leaders, governors, clergy, and families, we strive to uphold the distinctive Catholic identity of our schools, fostering communities where Gospel values are lived and celebrated.

Our schools play a vital role in the life of the diocese, forming the next generation to grow in faith, knowledge, and love of Christ. Through the work of the Education Service, we seek to support and strengthen this mission, ensuring that Catholic education in the Diocese of Northampton remains a beacon of excellence, faith, and unity.







## EDUCATION SERVICE DIRECTOR OF EDUCATION

We are called together to participate in our mission of sharing the gospel of Jesus and building the kingdom of God

## Mission statement for the Diocese of Northampton

Our key role is to work on behalf of the Bishop, who holds canonical responsibility for the provision of all Catholic education within the Diocese. His oversight is to ensure that each school is being conducted in accordance with the teachings and discipline of the Catholic Church.

### KEY AIMS OF THE EDUCATION SERVICE:

- To promote best practice and provide inspiration for schools to strengthen the mission of the Church, building God's Kingdom
- To promote excellence in everything we do in support of Catholic Education
- To provide guidance and a strategic lead in areas of Catholic life (including Relationships and Sex Education), Formation, Inspection, Religious Education and Collective Worship (Prayer and Liturgy)
- To promote collaboration and mutual support between schools and between the two existing Multi Academy Trusts in order to strengthen Catholic Education across all schools in the Diocese sharing a common mission
- To provide opportunities for formation to inspire and sustain all staff, leaders, Directors and Governors in their roles in Catholic education







## INTRODUCTION

The Catholic Diocese of Northampton consists of all those within the parishes in Northamptonshire, Bedfordshire, Milton Keynes, Luton, Buckinghamshire and Slough. The Diocesan Education service for schools serves forty-two schools (Six Secondary, one all phase, thirty-three primary and two independent schools) providing education for 20,200 pupils. Governance documents for voluntary aided schools and those belonging to one of the two Multi Academy Trusts within the Diocese state that all schools are part of the Church and are to be conducted as Catholic schools in accordance with Canon law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Northampton. At all times, our schools must serve as a witness to the Catholic faith in our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that diocesan schools are distinctively Catholic in all aspects.

The Diocese of Northampton is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure Check from the Disclosure and Barring Service (DBS).

The Diocesan Bishop holds Canonical responsibility for the oversight of all Catholic education within the Diocese. His principal objective in relation to Catholic schools is to assist parents, as the primary educators of their children.

Pursuant to Canon Law, the Diocesan Bishop has rights of supervision, visitation, and inspection of Catholic schools. In practice, on an operational basis, this role is discharged by the Director of Education.

The Director of Education is charged with:

- carrying out the Bishop's requirements in relation to the schools in the Diocese
- leading on the development of the Bishop's strategic vision for education
- ensuring that this is embedded across schools and Catholic Multi Academy Trusts within the Diocese so that all may play their part in delivering the mission of the Church through schools.

# THE ROLE OF THE DIRECTOR OF EDUCATION



To provide the highest quality support for our schools and Catholic Multi Academy Trusts, the work of the Director of Education will be guided by the following strategic priorities:

- A. Developing the Bishop's strategic vision for Education in the Diocese. This includes engagement with stakeholders – pupils, parents, parishes, clergy, local authorities, local communities, other dioceses, regulators, the department for education and the ESFA.
- B. Ensuring sufficient places in Catholic schools to meet the needs of Catholic children resident in the Diocese. This includes ensuring that Catholic education is recognised locally and taken into account in area planning.
- C. Ensuring that the formation and education provided by Catholic schools in the Diocese is authentically Catholic.
- D. Ensuring that educational standards in Catholic schools in the Diocese are excellent.

## SCHOOL ORGANISATION

- Provide support for school organisation: liaise with local authorities (LAs), the Department of Education (DfE) and Regional Directors (RDs), in line with the Memorandum of Understanding (MoU) and ways of working as agreed with the DfE and the Catholic Church
- Assist with place planning, reorganisation and academy strategy. Continue to provide academy policy, process and guidance including model documentation

- Encourage and support the migration of the remaining VA schools into the MAT's. This could involve recommending additional resource and chairing working groups.
- Ensure Multi Academy Trusts are operating according to the Articles of Association, MoU, Scheme of Delegation and Protocols Ensure preservation and expansion of Catholic provision (including the appointment of staff).
- Work with Local Authorities and Multi Academy Trusts to deliver school places linked to basic need

## SUPPORT WITH STATUTORY RESPONSIBILITIES

- To work with Dun Scotus Trust, the Diocesan MAT overseeing body, to provide effective monitoring and reporting to the Diocesan Trustee Board
- Engage with Ofsted and HMI in support of schools
- Provide effective advice and support to governing bodies following Ofsted inspections, where a school is graded inadequate and/or notice to improve has been issued
- Co-ordinate and quality assure the administration and undertaking of Catholic Schools Inspections and the publication of inspection reports
- In collaboration with the Buildings and Property Department, provide notification and guidance on statutory changes to land, property, buildings and organisation relating to Catholic schools
- Liaise with the DfE on Multi Academy Trust compliance





## ADMISSIONS AND APPEALS

- Provide model admission policies and appeals documentation and carry out an annual compliance check of school admission policies
- Provide advice and support to parents, schools, governing bodies on admissions
- Maintain ongoing communication with all Local Authorities in relation to admissions and placement planning
- Provide training and updates for all school staff and governors
- Recruit, train and provide advice for appeal panel members

## CATHOLIC LIFE

Deliver training and produce resources including:

- Relationship and sex education (RSE)
- Personal, social and health education (PHSE)
- Catholic Social Teaching (CST)
- Sacramental programme and preparation for Reconciliation, Eucharist and Confirmation
- Bereavement and loss support
- Supporting schools managing critical incidents

## COLLECTIVE WORSHIP

- Deliver training and produce resources for the implementation of the Prayer and Liturgy Directory Primary Religious Education
- Provide training and support to those new to Catholic education and new Religious Education (RE) subject leaders
- Deliver termly RE subject leader meetings plus annual moderation sessions and the annual Religious Education conference
- Provide ongoing training and support for all staff

## SECONDARY RELIGIOUS EDUCATION

- Provide professional development and formation
- Provide national and regional updates to Heads of RE

## CATHOLIC SCHOOL INSPECTION

- Organisation and management of Catholic School Inspections
- Provide documentation and guidance
- Provide training for school leaders, directors/governors
- Appoint, train and manage inspectors
- Quality assure and publish reports

## CHAPLAINCY

- Support and provide guidance for the Diocesan Chaplaincy Co-ordinator and chaplains
- Facilitate meetings, training and retreats for chaplains

## PROFESSIONAL DEVELOPMENT

- Provide a professional development programme for all Multi Academy Trusts and school personnel

## SCHOOL LEADERSHIP

- Meet with Strategic Executive Leads and headteachers for professional development and national and regional updates
- Provide individual, pastoral and spiritual support for teachers
- Provide regular information and updates from the Diocese to Multi Academy Trusts and school personnel



### SENIOR LEADERSHIP APPOINTMENTS

- Provide guidance on the appointment of Senior Leaders, ensuring the MoU on recruitment is adhered to
- Provide support with the application and implementation of the Catholic Education Service's (CES) employment protocols and procedures
- Provide recruitment adviser support through the recruitment of protected posts

### GOVERNANCE

- Develop and evolve a multi-year strategy for Catholic education across the diocese
- Appoint, develop, oversee and provide training for foundation directors and governors
- Provide support including model documents, legal advice and briefings on statutory requirements and any relevant changes
- Give support to directors/governors in dealing with complaints and matters relating to the Catholic character and mission of schools
- Plan and hold Multi Academy Members' Meetings at least annually
- Monitor compliance with governor and director codes of conduct
- Monitor school and MAT budgets, identifying concerns at an early stage to enable corrective measures

### SCHOOL STANDARDS

- Oversight of high educational standards, progress and outcomes in all diocesan schools, including regular meetings with School Improvement Leads

- Liaise with Ofsted, HMI, Regional Directors, and the DfE as required

### BUILDINGS, PREMISES AND LAND

- In collaboration with the Diocesan Buildings and Property Department liaise between Diocesan Trustees and schools regarding the use of charitable capital assets such as buildings, premises and land, facilitating advice on property issues, approving capital spending projects and ensuring Multi Academy Trusts have an estates management plan

### GENERAL

- Give advice regarding complaints and respond to complaints on behalf of the Bishop
- Advise on the structure of the Diocesan Education team, direct and performance manage the Deputy Director, guide and support the administrative team within the Education Department
- Support the Department for Communications, to ensure that communication and engagement through the full range of media is consistent with the mission, vision and values of the Diocese
- Engage with the Curia teams and Chief Operating Officer to develop closer and more efficient working across the wider Diocese
- Ensure that all safeguarding requirements are met, and schools adhere to the statutory requirements of Keeping Children Safe in Education
- Advise the COO and Trustees on the appropriate level of pupil contribution to cover the costs of the Diocesan team.





## LIAISON

- Facilitate collaborative relationships with and between Multi Academy Trusts and schools for the greater good of the Diocese and in support of the Diocesan vision
- Liaise with the Youth Ministry Team to support their activities in the Diocese
- Represent the Education Department and the Diocese internally and externally with key stakeholders, ensuring high levels of communication
- The post holder will be required to undertake other duties and responsibilities appropriate to the role. This role is subject to an Enhanced DBS check.
- This job description is dated February 2025
- This job description will be reviewed in February 2027.
- The above job description contains an accurate reflection of the role of Director of Education, it is not intended to be exhaustive and may be amended from time-to-time following consultation with the Director of Education.





## PERSON SPECIFICATION

To follow is a list of the personal attributes, qualifications, skills, experience and knowledge required in order to successfully undertake the role of Director of Education. Those items listed as essential must be evidenced or demonstrated by individuals undertaking the role. Those items listed as desirable do not have to be evidenced or demonstrated and individuals can express a willingness to be trained if this is appropriate.

	ESSENTIAL TO THE ROLE	DESIRABLE FOR THE ROLE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• A practising Catholic</li> <li>• A commitment to acting as an ambassador and an advocate for Catholic education</li> <li>• A commitment to the Spiritual life of the Church</li> <li>• A commitment to the Church's education mission</li> <li>• An awareness and understanding of the needs of pupils in Catholic schools</li> <li>• The ability to articulate what an excellent Catholic education looks like</li> <li>• The ability to respond positively to Bishops and clergy</li> <li>• A strong commitment and passion for school improvement</li> <li>• Integrity and professionalism</li> </ul>	
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Degree level education or equivalent</li> <li>• Evidence of recent professional development activities</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• CCRS / CTC or a commitment to obtaining</li> <li>• NPQH</li> </ul>



	ESSENTIAL TO THE ROLE	DESIRABLE FOR THE ROLE
SKILLS	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Competent user of technology</li> <li>• Excellent leadership and management skills – the ability to communicate a vision and bring people with you, ability to build and maintain good relationships</li> <li>• A commitment to excellence and an enthusiastic approach to dealing with and creatively responding to challenges</li> <li>• The ability to effectively use and analyse data to identify strengths and areas for improvement and raise standards where appropriate</li> <li>• An ability to analyse finances and respond to funding constraints</li> <li>• The ability to think strategically and to analyse the operational implications of a strategy</li> <li>• The ability to influence and persuade</li> <li>• Ability to prioritise and delegate</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of having successfully translated a vision into reality</li> <li>• Experience of offering challenge and support to improve performance</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of successful line management and appraisal</li> <li>• Successful leadership of a Catholic school</li> <li>• Budget experience</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of a programme of school improvement</li> <li>• Experience of identifying own learning needs and the provision of support to others in identifying their learning needs</li> <li>• Delivery of training to staff / governors or equivalent</li> <li>• Curriculum review and development</li> <li>• Experience as an [Ofsted / Estyn] inspector</li> <li>• Involvement in Parish Community</li> <li>• Experience of teaching in more than one Catholic school</li> <li>• Change management experience</li> <li>• Experience of working in a Diocesan Education Service</li> <li>• Experience as an [LLE / Challenge Adviser]</li> <li>• Experience as an [NLE / Challenge Adviser]</li> <li>• Experience integrating a VA school into a MAT</li> </ul>



## HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or have an informal discussion, please contact our retained consultant at Academicis, Ross Laird:

rlaird@academicis.co.uk or  
01223 907979 / 07901 585959

Please email your application to, Ross Laird:  
rlaird@academicis.co.uk

## TIMELINE

Closing date: Friday 28th March 2025

Shortlisting: Friday 28th March 2025

Interview dates: Friday 4th April 2025



## TRUST OFFICES

**St Thomas Catholic Academies Trust Registered Office**

St Martin De Porres Catholic Primary School, Pastures Way, Luton, Beds, LU4 0P

**Our Lady Immaculate Academies Trust Registered Office**

The Good Shepherd Primary, Kingsland Gardens, Northampton, NN2 7BH