


WELCOME

Thank you for showing an interest in the post of Schools Officer (Legal, Estates and Organisation), which sits within our Children, Schools and Young People team. At the Diocese of Canterbury, we are determined to prioritise children and young people wherever they are: in schools, households or churches. We aspire to see every strategic decision through the lens of what it means for them, to hear their voices and include them at the heart of dialogue.

This position is an exciting opportunity for someone with legal, property or educational expertise to help us manage school sites both sustainably and missionally. You will provide advice and guidance to the Diocesan Board of Education (DBE) in areas relating to church school estates, educational endowments, the environment and church school place planning. A significant part of this role is also to serve our headteachers, governors and site trustees; offering timely and creative support on legislation covering church school sites, overseeing delegated capital funding and associated building projects and leading on school organisation policy and processes. In addition, you will contribute to diocesan strategy addressing environmental issues and represent the DBE on property, finance and capital funding matters.

If you would like an informal conversation about the role, please do not hesitate to contact me.

I look forward to hearing from you.



Canon Quentin Roper, Diocesan Director of Education
qlroper@diocant.org

Key Information

Salary:	£32-35k p.a.	Closing date:	8 th March 2021, midday
Hours:	35 per week (with some evenings/weekends)	Interviews:	19 th March 2021

Equality & Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- *values difference in others and respects the dignity and worth of each individual*
- *reflects the diversity of the nation that the Church of England exists to serve*
- *fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.*

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.



THE CHILDREN AND YOUNG PEOPLE (CYP) FRAMEWORK

Introduction

The CYP Framework encompasses both Children and Young People's Ministry and the statutory duties of the Diocesan Board of Education (DBE) and is served by the Children, Schools and Young People team. The Framework also holds a responsibility in managing a key strand of the Diocesan Strategy 'Changed Lives ➔ Changing Lives', focused on prioritising young people and championing the 'Growing Faith'¹ adventure.

A Vision for Children and Young People

We seek to respond to a rapidly evolving context, culture and attitudes, reflecting sensitively and habitually on how we might view and relate to children and young people. Our vision and activity are focused firmly on deepening these relationships and nourishing those we support and walk alongside. As such we have developed a vision statement which wholly underpins our strategy and thinking:

'To ensure that every child and young person in the Diocese is at the heart of mission, having the opportunity of a life-enhancing encounter with the Christian faith and the person of Jesus Christ; that they reach their God-given potential and are an integral part of church life.'

Four key themes permeate this vision, through which strategy and priorities can emerge which reflect and complement the ambition and vision of 'Growing Faith'.

1. *Seeing the Child*: Bringing children and young people to the heart of our conversations, our culture and our service. How do we accompany them in pilgrimage, discipleship and spirituality?
2. *The child as Fellow Pilgrim*: Recognising children's innate spirituality. How are they equal members of our community and worshipping life?
3. *The community with the child*: How a community is a place of sanctuary and a safe place to tell our story. Whether school, church or household, children and young people will encounter the idea that God loves them.
4. *The Learning Child*: Learning and exploring in a space that encourages listening and asking questions, not the passive transmission of a canon of knowledge. Schools can be signs and expressions of fullness of life; our whole school philosophy declares that every child is known as a child of God, a spiritual, embodied being with all the grandeur and wonder that entails.

The Diocesan Board of Education

The DBE serves 104 Church of England schools within the diocese, equating to approximately 25 800 pupils and students. The Board's support for church schools takes many forms; this includes school improvement advice, consultancy and training, in addition to materials, policy and guidance on issues related to Christian distinctiveness and inclusiveness. The Board engages closely with its schools as they strive to provide a high-quality education which enables every child to flourish in their potential as a child of God.

¹ General Synod GS 2121 (2019) Growing Faith: Churches, Schools and Households



School Organisation

During the past decade there have been a number of national policy shifts in education, leading to a diversity of educational providers and a fragmentation of the educational landscape.

Throughout this period the DBE has responded proactively. It has developed its role in school effectiveness and facilitated a 'mixed economy' of schools in federations, different models of partnership and academy trusts (including Aquila, The Diocese of Canterbury Academies Trust). Promoting creativity and diversity, it has encouraged leaders and governors to look beyond vacillating government policy announcements and to regularly review all possibilities; the key focus being viable, sustainable options which prioritise local collaboration, mutual accountability and delivering school improvement.

Above all, its ambition is to deliver effective and inclusive Church of England (CE) schools for our communities, focused on transforming the lives of children and young people; schools which instinctively seek advice and support from the diocesan team, aspiring to shape and promote a distinctive Christian vision which enables pupils and adults to flourish.

The DBE's Strategy for School Organisation acknowledges that some organisational areas will continue to require our attention, such as models of school collaboration and academy policy, but advocates that of more pressing importance is extending the availability of a church school education to more children and families across the Canterbury Diocese, as well as ways in which they might encounter the Christian faith. Our aim is not only to promote distinctively Christian communities of learning by opening new church schools, but also to think creatively about encouraging and planting new worshipping communities, working with local clergy and the Canterbury Diocesan Board of Finance, particularly in areas of new housing development.

Another fundamental element of our Strategy is the future and role of our small and rural church schools, which often serve the children and young people in geographically isolated communities. We acknowledge the challenges of our small church schools and wish to ensure their viability in an evolving educational landscape.

Children and Young People's Ministry (ChYP's Ministry)

Our Children and Young People's Ministry Adviser, who started in his role in November 2020, is presently engaged in discernment and conversation about new strategic and operational priorities. He is helping us to focus on equipping and connecting parishes, to prioritise children and young people in our dialogue and communities and to encourage young people as leaders across diocesan forums and governance structures.



JOB DESCRIPTION

Job Title:	Schools Officer (Legal, Estates and Organisation)
Location:	Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ
Salary:	Within the range £32 000 - £35 000 p.a.
Post Type:	Full time, permanent (35 hours p/w)
Reporting to:	Diocesan Director of Education (DDE)

Job purpose:

To provide reports and advice to the Diocesan Board of Education (DBE) with regard to church school estates and educational endowments; to provide support for church schools, site trustees and Academy Trusts in educational legislation, particularly in relation to the use or development of land and buildings and governing documents; to oversee the management of capital funding and projects in specified schools; to promote work relating to school buildings/sites around safeguarding the environment and mitigating climate impact; to lead on school organisation matters and maintain guidance materials; to represent the DBE on property, finance and capital funding matters.

Core responsibilities:

Church school estates/educational endowments

- Maintain an overview of the status of old church school sites and associated charitable trusts, including the use and investment of funds held by the diocese and liaising with solicitors on ongoing matters of reverter, site disposal and applications to make new provision as to the use of educational endowments
- Identify where interest in church school land should be transferred to site trustees and where sites require registration of title, instructing legal advisers on new and ongoing matters after consultation with the DDE
- Manage policy and processes relating to leases and rental income from school sites where these are restricted for an educational trust
- Provide support and guidance to schools in relation to land and buildings, focusing on safe and sustainable spaces whilst seeking to reduce environmental impact, encourage parish/community engagement and promote children's spiritual and social development
- Manage the programme of building and maintenance projects for which the DBE holds responsibility, including those funded via the School Condition Allocation and schools' Devolved Formula Capital, liaising with Project Managers and the Executive Assistant to the DBE on progress and funding

The Schools Officer will be required to provide regular reports to the DBE Finance and General Purposes Committee on all the above matters

- Advocacy with Kent County Council (KCC) with respect to capital funding and building matters, through representation on related forums and groups
- Liaison with KCC, the Department for Education (DfE) and Church of England Education Office (CEEEO) on all building and site matters, attending diocesan Buildings Officers' meetings as appropriate



School Organisation

- Lead on the DBE's strategic work in expanding educational provision, liaising with schools, KCC Area Education Officers and Academy Trusts regarding opportunities for engagement in new schools and the expansion of existing provision
- Monitor the Kent Commissioning Plan and identify where place planning or revised admission numbers may impact on the sustainability of church schools, communicating with Local Authority officers and school leaders as appropriate
- Develop a Rural and Small Schools statement for the DBE which accords with and contributes to the overall diocesan rural strategy
- With the DDE, review the DBE's Federation and Academy policies and guidance materials and resources, maintaining an up-to-date professional understanding of all relevant legislation and national policy
- Lead the DBE's engagement in local dialogue relating to school status (establishing or expanding federations and exploring academisation), advising Governing Bodies and Headteachers as required
- Manage the DBE's statutory duties and engagement in relation to academy structures:
 - for academy conversions, rebrokering or Trust mergers, liaise with relevant parties to ensure that the process complies with DBE policy, protects and enhances the religious character of diocesan church schools and utilises documentation agreed between the CEEC and the DfE which meets the responsibilities of Site Trustees and recognises their rights and assets
 - Through systematic review and liaison with Trust CEOs, Members and Directors, ensure that Church Academy Trusts continue to operate in accordance with their Articles; specifically, in relation to engagement/consultation with the DBE regarding governance, site trusteeship and religious character
 - Through attendance at AGMs and liaison with Trust staff/auditors, review whether accounts for Church Academy Trusts are prepared in accordance with both legal requirements and CEEC advice, alerting the DBE to any risks or anomalies

Environmental Matters

- Establish the environmental impact of the diocese's 104 church schools and support schools in advancing decarbonisation and/or energy efficiency projects, maintaining a good working knowledge of relevant grants and supporting applications
- Attend the diocesan Environmental Working Group and contribute to a strategy to manage environmental issues

Finance

- Advocacy with KCC with respect to financing of schools, ensuring that the DBE is represented on the Schools Funding Forum and/or equivalent consultative and representative groups



- Receive reports from the Finance Team on DBE investments, restricted funds and educational trusts, preparing summary reports to the DBE Finance and General Purposes Committee
- As a director of the ethos School Improvement Company, identify opportunities through which the team might generate income on behalf of the DBE through the delivery of training, consultancy, and bespoke services to partners outside the DBE Core Services Agreement.

To undertake any other duties, which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Diocesan Director of Education.

PERSON SPECIFICATION

Through their application, candidates should demonstrate how their skills and expertise, knowledge and experience, personal qualities and qualifications equip them in fulfilling the Job Description. These should reflect the following:

Essential

- Expertise in a legal, educational or property context
- Recent study, training or professional development relevant to the role
- Experience of managing complex projects to deadlines
- Forward thinking, adaptable and responsive to a varied work programme
- Methodical, showing attention to detail, accuracy and thoroughness in all aspects of work
- Personable - ability to establish strong, sensitive relationships at all levels, including building rapport with clients or external partners
- Excellent communication and inter-personal skills
- Able to demonstrate sensitivity and integrity
- Proactive and supportive within a team; can build effective and productive working relationships with others
- High level of self-motivation and ability to work autonomously
- Commitment to the mission of the Church of England and ability to subscribe to the ethos of the Diocese of Canterbury and values of the Christian Church

Candidates should be able to travel and willing to attend evening and weekend meetings/events

Desirable

- Understanding and awareness of Church of England structures
- Experience of budget management or monitoring financial reports
- Sound understanding of the current educational landscape and the context of church schools

A DBS check is required for this role.