



South East Hub Development Officer



The Leadership and Governance strategy, Formatio, is one of the major projects that the Catholic Education Service has been commissioned to undertake by the Catholic Bishops' Conference of England and Wales. This role is an opportunity to build on the strong foundations of the national programme and what is already being delivered in the four regional hubs and to develop this further alongside the directors in each diocese to enhance formation and embrace the national strategy.

The Catholic Education Service is therefore looking to appoint a Development Officer (0.3 FTE) to work with diocesan directors, the Catholic university and Catholic teaching schools in the region. This person will act as a catalyst to help form and sustain leaders of Catholic education. This work will also involve collaboration across the four regions and with the Catholic Education Service. The post is open to individuals either as an employment opportunity or as part of a secondment.

South East Hub (to be known as the South East Catholic Partnership)

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

The South East Hub (to be known as the South East Catholic Partnership) will work to fulfil the mission of Formatio to form, nourish and sustain leaders of Catholic education and forge a stronger working relationship between Catholic dioceses in the spirit of the common good.

Mission of Formatio

To form, nourish and sustain leaders of Catholic education by providing opportunities for professional development and Catholic formation.

Expectations for Formatio

- Ongoing formation for governors
- Support for aspiring head teachers and those in leadership roles
- Establish a framework for leadership development
- Focus on areas with greatest need due to lack of system capacity, economic disadvantage or poor educational performance

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 Monday 4th March 2019.**

Interviews will take place on **Wednesday 20th March 2019.**

For further information please contact Catherine Bryan: 020 7901 1918

Development Officer Job Description

Main duties:

1. To articulate and demonstrate the distinctive nature of leadership in a Catholic school setting as the underpinning of a school's Catholic ethos.
2. To support the chair and South East Hub Working Group to ensure the efficient working of the hub.
3. To develop an annually-agreed timetable for the content and teaching of the programmes within the regional hub with the diocesan Directors of Education and develop the future teaching and support requirements of the hub.
4. To assist in developing and refreshing curricular and programme provision such that it meets the needs of a diverse range of teachers with a demonstrable capacity for leadership in a Catholic school so that they enable an authentic Catholic leadership to develop in the ever-changing educational landscape.
5. To attend national and regional meetings as required by Catholic Education Service or diocesan Directors of Education, as appropriate to the role.
6. To ensure a high-quality learning experience to teachers on the programme(s) in a variety of settings using a variety of methods, providing that all course briefs and programme outlines are comprehensive and prepared under the requirements of the Bishops, other training partners and meet quality standards.
7. To be responsible for the management and organisation of teacher mentoring required by the programme.
8. To build links with Catholic teaching schools, universities and other appropriate providers of continuing professional development.
9. To organise, monitor and take part in the tutoring/mentoring arrangements for the hub.
10. To support the chair of the regional hub in evaluating the impact on Catholic leadership in the regional hub.
11. To establish efficient work practices to manage the geographical spread of the hub.

Person Qualities/Specification:

- A well-developed 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 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.
- A practical understanding of effective leadership development.
- 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, accountable to the chair of the regional hub and line managed by the Catholic Education Service.