

Diocesan Director of Education

Information Pack / August 2025



Introduction from Bishop Graham, the Bishop of Norwich

Welcome to the Diocese of Norwich and to this information pack about our Director of Education vacancy.

Thank you for your interest in the post. I hope and pray that what you read here will aid your discernment about whether God is calling you to work with us in this season. This is an exciting time in the Diocese of Norwich. Our vision is to be Transformed by Christ: Prayerful, Pastoral, Prophetic. We are shaping our mission strategy to enable our benefices, chaplaincies, schools, academy trusts and Christian communities to fulfil this vision.

As Director of Education (DDE) you will play a major part in developing and supporting this vision ensuring that children and young people are at the heart of our work.

You will work under the leadership of the Diocesan Board of Education (DBE) whose Strategic Plan 2024-2030 clearly sets out the vision of the board. Our expansive vision of education means that our schools strive to enable all pupils and adults to flourish as unique individuals made in the image of God alongside being places of academic excellence.

The role of DDE carries significant leadership responsibility, but this is not carried alone. You will be part of the Parish Support Team's Senior Leadership Team and a member of the Bishop's Staff Team working alongside a team of clergy and laity who are passionate to see our schools and academy trusts achieve 'immeasurably more than all we ask or imagine'.

To do all of this, you will be a person of humility and prayer, who works imaginatively and collaboratively whilst building trust. You will seek always your own transformation in Christ. We will be praying for you as you read this information pack; pray also for us as we seek to do God's will here in Norfolk and Waveney.

+ *Graham Norris*

The Diocese of Norwich

The Diocese of Norwich covers an area of 1,804 square miles and has a population of nearly 930,000 (2021).

It includes almost all of Norfolk save for two deaneries in the Diocese of Ely, and includes the Waveney district of Suffolk, near Lowestoft. Its significant towns are Norwich, King's Lynn, Dereham, Great Yarmouth, Lowestoft and Thetford.

Its rural areas have scattered populations living in communities ranging from market towns to villages and very small remote hamlets. Half the population of the diocese is in urban areas although, geographically, the vast majority is rural.

There are currently 570 parishes (196 benefices) with 658 church buildings served by 237 licensed clergy (166 of whom are stipendiary), 303 clergy with permission to officiate and 91 licensed lay ministers.

The school estate comprises 107 schools (94 primary, 7 junior, 4 infant, 1 secondary and 1 all through 3-16 years) and around 15,000 pupils. 84% of schools are below 210 pupils and 51% are below 105 pupils. There are 32 federations ranging from two to six schools working together.

We have established two multi academy trusts – the Diocese of Norwich Education and Academies Trust (DNEAT) and St Benet's MAT. They are made up of 41 and 21 schools respectively.



Diocese Education Family

Diocese of Norwich Board of Education

LA
Maintained
VA / VC
Schools

DNEAT

St Benet's
MAT

Diocese of Norwich
Education Services Company (DoNESC)

The Diocesan Board of Education (DBE)

This is a statutory body established under the Diocesan Boards of Education Measure 2021.

The functions of the DBE include: the promotion of education consistent with the faith and practice of the Church of England; the promotion of religious education and religious worship in schools and academies; the promotion of Church schools and academies in the diocese; and advice to school governors on any matter affecting Church schools and academies.

The Board meets three times a year and has three subgroups / committees:

- Christian Distinctiveness Group (meets three times a year)
- School Estates and Capital Funding Committee (meets four times a year)
- Strategic Oversight Committee (meets three times a year)

The Board is chaired by Caroline Hutton and its members are a mix of clergy and laity with the required skills and experience to support and challenge our work in education.

The day-to-day work of the DBE is carried out by the Education Team, part of the Parish Support Team, based at Diocesan House, Easton, Norwich. To find out more about our support for schools please visit our website www.dioceseofnorwich.org/about/education



The Parish Support Team

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF).

The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

This is a key leadership and strategic role at the heart of the mission of the Diocese.

The role of the Diocesan Director of Education (DDE) is intrinsically (and legally) linked with the role of the DBE through the DBE Measure 2021. This sets out that the role of the DBE is to '*promote or assist in the promotion of education in the diocese that is consistent with the faith and practice of the Church of England*'. Therefore, **the key purpose of the DBE and hence its DDE is to be the custodian of the core Christian values, identity and ethos that make church schools special.**

The DDE will lead, manage and coordinate the work of the DBE as set out in its Strategic Plan 2024-2030 (www.DofN.org/SP2024-30) which states that '*our expansive vision of what education is for means that our schools enable ALL pupils to flourish as unique individuals made in the image of God alongside being places of measurable academic excellence*'. **The second key purpose is therefore to support schools to enable their pupils to achieve 'immeasurably more than all we ask or imagine'.**

Genuine Occupational Requirement

This role has a Genuine Occupational Requirement for the postholder to be a practising Christian and an active and committed member of the church to which he or she belongs.



Main duties and responsibilities

It is important that the DDE is a visible and vocal ambassador for church schools and the children and adults who make up our school communities and that they commit to the mission and vision of the Diocese of Norwich.

The main duties and responsibilities have been grouped into five leadership areas as follows:



Main duties and responsibilities

1. Christian vision and ethos across our school family

This will include:

- a) **Championing the Christian vision, values, identity and ethos** that make church schools special.
- b) **SIAMS** – Overseeing the successful outworking of the SIAMS inspection framework across the Diocese ensuring there is appropriate training and support for schools and academy trust boards.
- c) **Governance** – playing a key role in recruiting, training and supporting those in governance roles (Members, Trustees / Directors, Local Governors) to carry out their responsibilities in line with our Christian ethos and the DBE's Strategic Plan 2024-2030.
- d) **Academy trust and school leaders** – playing a key role in recruiting, training and supporting those in leadership roles to carry out their responsibilities in line with our Christian ethos and the DBE's Strategic Plan 2024-2030.
- e) **Succession planning** – working with senior colleagues (e.g. CEOs, Chairs, Bishops) to provide a pipeline of leaders (employed and voluntary) who uphold and support our Christian ethos and have the necessary skills required.
- f) **Pupils** – supporting schools as they enable their pupils to develop spiritually and in character.
- g) **Churches / parishes** – enabling clergy and laity to grow in confidence as to how they can engage with their schools and support the mission of Jesus Christ.
- h) **Safeguarding** – supporting schools and the Diocese in their safeguarding responsibilities.



Main duties and responsibilities

2. Strategic educational leadership

This will include:

- a) **Diocesan Board of Education** – being the lead officer / secretary reporting to the board, leading the implementation of the DBE's Strategic Plan 2024-2030 focused on providing an excellent inclusive education for pupils where academic excellence is prevalent.
- b) **Diocesan academy trusts and services company** – being a trustee on both trusts, helping shape further strategic developments, contributing to CEO performance management with the Chair of Trust, coordinating termly meetings of CEOs and Chairs.
- c) **Trust CEOs** – working closely with the three CEOs to deliver DBE and academy trust strategic and operational plans.
- d) **School senior leaders** – supporting the professional development and wellbeing of school senior leaders including organising an annual Headteachers' conference.
- e) **Promoting high quality Religious Education** – providing training and support for church and community schools, active engagement in SACRE, serving as ex-officio Keswick Hall Trust trustee.
- f) **Capital funding** – ensuring the DBE has appropriate systems in place to secure value for money and effectively use its allocation of the School Capital Allocation (SCA) for its VA schools (and act as Lead Diocese for neighbouring dioceses). Overseeing the DFC pooling scheme for VA schools.
- g) **Department for Education** – meeting regularly (annually) with the Regional Director and more frequently with his/her local team to support delivery of the DBE Strategic Plan.
- h) **Local Authority** – meeting with the LA to work strategically on matters of mutual interest e.g. school performance, pupil place planning, small schools, SEND, SACRE, school buildings/sites. Ensuring appropriate Diocesan representation on Schools Forum and the Children, Families and Community Select Committee.
- i) **Church of England National Society for Education and Growing Faith Foundation** – keeping engaged with national developments both shaping them and interpreting opportunities that would benefit the Diocese, its schools and parishes.
- j) **Diocesan Directors of Education** – active engagement with the national AADE network and Church Schools East (5 regional Dioceses) to shape, lobby and learn so that our DBE Strategic Plan is successfully enacted. Seek opportunities for mutually beneficial cross-Diocese working.
- k) **Other partners** (e.g. Norfolk Learning Collaborative, Norfolk Senior Leaders association, VNET) – keeping abreast of activity that can support our work and working collaboratively to improve the wider education system.
- l) **Championing the disadvantaged and vulnerable** – being a Christian presence that demonstrates God's heart for the marginalised and proactively seeks solutions for all those in danger of exclusion, whatever the cause.

Main duties and responsibilities

3. The mission of the church

This will include:

- a) **Playing an active role in the Diocese of Norwich's vision, 'Transformed by Christ: Prayerful, Pastoral, Prophetic'** which seeks to see a parish system revitalised for mission, with churches reaching and serving everyone in their community, so that more people are transformed by Christ. This will be enabled by involvement in Bishop's Staff Team, Diocesan Synod, close working with colleagues in the Mission and Ministry team and the Cathedral schools' team.
- b) **Chaplaincy** – supporting chaplaincy across all our schools learning from and building on existing models e.g. St Benet's pilot.
- c) **Curates and clergy** – providing training and support for clergy as they seek to engage with their local schools.
- d) **Training and events** – looking for appropriate activity to lead us to be a Diocese of missionary disciples where more people are Transformed by Christ e.g. annual Celebration Service, running the Bible Course for Schools.
- e) **Growing Faith Foundation** – using the GF model locally and engaging with projects and opportunities nationally e.g. opening new worshipping communities in schools.
- f) **Net Zero Carbon by 2030** – leading the work with schools to contribute to the Church of England's ambition of NZC by 2030.
- g) **Horstead Activity Centre** – as ex-officio trustee support trustees and staff to further develop the Christian ethos of the centre.



Main duties and responsibilities

4. DBE Measure 2021

This will include:

- a) Ensuring that the statutory elements of the Measure are effectively lived out in the Diocese of Norwich i.e. to 'promote or assist in the promotion of education in the diocese that is consistent with the faith and practice of the Church of England.' NB. SIAMS is covered in theme 1 above.
- b) **Promoting high quality Religious Education across the Diocese** – covered in theme two above
- c) **Governance** – supporting the appointment processes for Members and Trustees / Directors in our academy trusts and Foundation Governors in VA and VC schools.
- d) **Organisational structure changes to schools** – providing advice and/or consent e.g. school closure, amalgamation, change of status.
- e) **Land and buildings** – as 'landlord', providing consent for alterations above thresholds set out in the DBE Strategic Plan 2024-2030 (appendix 2).
- f) **Legal** – maintaining records of school sites and relevant legal documentation.
- g) **Admissions** – giving 'advice' before consultation on admissions arrangements by schools / academy trusts.
- h) **Trust funds** – advising the DBE on use of educational funds held by the Diocese e.g. Consolidated Educational Endowment (CEE) Fund.
- i) Giving direction to governors / Trustees where the DBE has concerns about the quality of the denominational education provided by a church school or about the content of the collective worship of a church school.



Main duties and responsibilities

5. Communication and promotion

This will include:

- a) Working with the Parish Support Team's communication department enabling the work of the DBE to be regularly featured in internal and external publications / media seeking celebratory stories such as pupil stories, the joy of a teaching career, the benefits of working in Norfolk and Suffolk.
- b) Regular communication to schools e.g. Footprints newsletter, Immeasurably More flyer.
- c) Developing meaningful channels to hear pupil voice.
- d) Communication targeted at parents identifying the benefits of choosing a church school.
- e) Information to support and enthuse parishes as they get more involved with their schools.
- f) Engagement with MPs, local politicians to promote the value of church schools.
- g) Greater use of digital media, including 'leader stories / videos'

Due to the nature of this post it would be impossible to describe every detail of the work of a successful Director which will be a reflection of his/her own experience and understandings. This list should, therefore, be seen as illustrative rather than exhaustive.

Many duties will be delegated to others within the department. The post holder would be expected to undertake such other duties of similar nature as might be required from time to time, and indeed, to use initiative, insight, and prayerful reflection to ensure that the challenging role is being undertaken with appropriate purpose and humility.

Person Specification

Qualifications and Experience	Essential	Desirable
Educated to at least degree level (a relevant post graduate degree or diploma in management may be an advantage) or equivalent substantive experience working successfully at a senior level in education	✓	
Qualified Teacher Status		✓
Evidence of continuing professional development	✓	
Impactful senior leadership experience in schools / FE / HE, voluntary sector, Local Government or equivalent	✓	
Successful leadership experience in primary and secondary sectors		✓
Proven experience in strategic planning and problem solving	✓	
Wide experience of successfully leading and managing a staff team and a commitment to their development as individuals and a team	✓	
Experience of managing a budget, including generating income	✓	
Evidence of delivering professional support and supervision of others within an organisation, with experience of recruitment, short-listing and interviewing	✓	
Experience of working with governing bodies or management committees	✓	
Experience of working with statutory and voluntary agencies		✓

Person Specification

Knowledge and Skills	Essential	Desirable
A robust understanding of the distinctive nature of church schools and academies, and the role of the SIAMS inspection framework.	✓	
A strategic vision for organisational improvement and a commitment to raising standards.	✓	
A working knowledge of local and national education systems and the place and ethos of Church of England schools	✓	
A coherent philosophy of RE, collective worship and social, moral, spiritual and cultural education in schools and academies		✓
A working knowledge of changing developments in the educational landscape	✓	
Good communication skills, both written and verbal	✓	
Good attention to detail, accuracy and thoroughness in all aspects of work	✓	
Good IT skills, using Microsoft Word, Outlook, PowerPoint and Excel	✓	
Personable Attributes	Essential	Desirable
Commitment to work collaboratively locally, regionally and nationally.	✓	
Passionate commitment to promote and secure high quality and distinctive education, personal learning and spiritual development opportunities for children and young people within our schools and academies	✓	
The capacity and motivation to acquire a working knowledge of current and changing legislation affecting schools and Diocesan Boards of Education	✓	
A strategic perspective and the ability to create, develop and promote a clear vision (with others)	✓	
Ability to foster good working relationships with a variety of individuals at all levels including headteachers, school staff and governors, LA officials, DfE personnel, regional colleagues, clergy, parishioners and Diocesan staff	✓	

Person Specification

Personable Attributes	Essential	Desirable
Self-motivated and enthusiastic with a high degree of flexibility	✓	
Excellent planning and organisational skills with attention to detail	✓	
Calm and professional disposition; ability to work under pressure to meet targets and deadlines	✓	
Able to manage a high-volume workload and respond effectively to changing priorities	✓	
Able to work effectively without supervision	✓	
Willing to accept responsibility	✓	
Committed to the vision, values, aims and purpose of the Church of England and the Diocese of Norwich	✓	
A communicant member of the Church of England or of a church in full communion with it, or an equivalent member of a church who will be fully committed to the aims of the Church of England	✓	
A mature, but still developing, Christian faith	✓	
Availability	Essential	Desirable
The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or late evenings, as well as the ability to be away from the Diocese on residential activities. Notice will be given of these and time off in lieu is available.	✓	
Current driving licence and have a car available for travel	✓	

Appointment will be subject to an enhanced check via the Disclosure and Barring Service and all applicants will be expected to work within schools' and Diocesan policies and procedures.

Key working relationships

Line Manager

Diocesan Secretary

Positions Managed

Deputy DDE / RE and SIAMS Adviser

PA to the Director of Education

School Estate and Finance officer

Those engaged on freelance or consultancy basis to undertake roles with church schools on the DBE's behalf – e.g. Diocesan School Support Officers

Internal

Chair of the Diocesan Board of Education and DBE members

Parish Support Team Colleagues

Bishop's Staff Team, Bishop's Council of Trustees, Diocesan Synod

Academy trust staff and trustees (DNEAT, St Benet's and DoNESC)

Cathedral schools' team

External

Department for Education (including Regional Director)

Local Authorities (principally Norfolk), Norfolk Learning Collaborative (NLC)

Association of Anglican Directors of Education (AADE)

Wider Church of England, including the National Society for Education and the Growing Faith Foundation

Norfolk Senior Leaders Association, VNET



Summary of Terms and Conditions

Role

Diocesan Director of Education

Salary

Competitive package commensurate with the role

Hours

Full time – 35 hours per week

Pension

Enrolment in the NDBF defined contribution scheme a contributory scheme with an 8% contribution by NDBF, plus in-service life cover.

Annual Leave

28 days plus 8 public holidays, plus fixed days between Christmas and New Year. 5 additional days after completion of 5 years' service.

Term

Permanent. Probationary period will be 6 months.

Notice Period for both employee and employer

1 month notice during probation period, 4 months afterwards

Expenses

Working expenses are paid at the Diocesan rates

Base

Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES

You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role.

Hybrid Working may be considered (up to a maximum of two days working from home).

Contract

The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)

Status

The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check before taking up the post.

Appointment process

Deadline for applications is:
Monday 8 September 2025

Interviews will be held at Easton, Norwich on:
Friday 19 September 2025

Application forms are available from
hr@dioceseofnorwich.org

For an informal discussion, please contact
Tim Sweeting, Diocesan Secretary
tim.sweeting@dioceseofnorwich.org

or Paul Dunning, Director of Education
paul.dunning@dioceseofnorwich.org



