



**Services provided to Catholic  
Schools and Academies  
by the  
Diocesan Education Service**

**2017 - 18**

***Acting on behalf of the Archbishop, the DES has the responsibility of directing Catholic schools concerning the development of curriculum provision for Religious Education and strengthening Catholic life. This work is also extended to the recruitment, formation and ongoing training of school leaders and that of foundation governors, representatives and directors of multi academies. Under Section 48 of the Education Act and in accordance with the Code of Canon Law, the DES has the responsibility to inspect the provision of RE and Catholic life.***

***To undertake these responsibilities we offer the following:***

#### **Primary School Religious Education, Collective Worship and Catholic Life**

- Primary RE subject teachers: one cluster group meeting per term covering issues related to RE, collective worship and the wider Catholic life of school
- School visits for schools causing concern or an identified urgent need
- Regular advice and guidance available for subject leaders on request
- Access to RE Live on the DES website and all the corresponding resources
- Additional bespoke support and training for schools available on request (charges may apply)
- Delivery of standard training days typically but not exclusively including: sacramental preparation, subject leader induction, collective worship, training for non-Catholic teachers and SRE
- Deliver three day Catholic NQT induction programme
- Rainbows training for schools to be able to deliver specialist provision for pupil bereavement and loss
- Dealing with death in schools – half day training for headteachers

#### **Secondary School Religious Education, Collective Worship and Catholic Life**

- Three training days for Secondary RE subject leaders per academic year
- Termly local partnership meeting for Heads of RE
- Training day for all new teachers of RE in school
- School visits, by the request of the headteacher, Senior Leader responsible for Catholic Life or the Head of RE in order to support: departmental reviews, review of Catholic Life, work of the Chaplaincy, support for the general RE programmes for Sixth Form, KS3 or KS4 RE curriculum or preparation for Section 48 inspections.
- Training days for PICCLS
- Partnership meetings for PICCLS
- Induction training days for recently appointed Heads of RE
- Additional bespoke support to schools can be provided on request (charges may apply)

#### **Section 48 Inspections**

- Undertake S48 inspections as required
- Coordinate all S48 inspections across the diocese including monitoring visits
- Review and update the S48 inspection framework and associated documentation
- Provide guidance documents to schools on the S48 inspection process
- Deliver training to headteachers and governors on S48 inspection framework
- Recruit and train suitable RE inspectors from serving headteachers
- Liaise with RE advisors post S48 inspection to identify suitable support package for vulnerable schools
- Undertake monitoring visits in any diocesan schools where it is deemed necessary
- Monitor the standards of S48 inspection outcomes in all schools and share analysis
- Monitor and check the standards of S48 inspection reports
- Share good practice across schools

- Organise and deliver canonical inspections when they are deemed necessary by the Trustees

### **School Leadership**

- Delivery of headteacher briefings including DFE, RSC, Ofsted, DES and CES updates
- Providing interim leadership solutions for schools in need
- Developing a current database of aspiring headteachers and deputy headteachers
- Provision of bespoke leadership training to individuals and groups in certain circumstances
- Support, advice and guidance on effective succession planning
- Assisting with the delivery of training for aspiring Catholic leaders
- Delivery of induction programme for newly appointed headteachers
- Organising and providing mentors where required for newly appointed headteachers
- Delivery of induction programme for newly appointed deputy headteachers
- Annual school leadership conference for headteachers and chairs including one free place per school
- Pastoral visits and support for headteachers as required
- Support to headteachers and governors relating to the management of issues relating to the Catholic nature of the school
- Advice and guidance to schools on the use of all CES documentation including: employment policies, recruitment process, and contracts
- Support given to schools in the use of the parental complaints policy and procedures
- Investigations into school complaints undertaken as final stage of the formal process
- Development of new models of leadership including Executive Headteachers and Heads of School and the provision of corresponding documentation and training for such appointments
- Appointment of DES associate headteachers to support the work of the DES including mentoring newly appointed headteachers
- Representation on LA school forum and scrutiny committees
- Facilitate regular JNCC meetings for DES and local unions to discuss current issues and to develop more effective ways of working in schools
- Use of Don Bosco House meeting facilities (advance notice is required)
- Access to designated preferred strategic partners to offer support to schools with a range of professional services
- Delivery of HR training to headteachers and governors on all aspects of the CES policies and procedures
- HR and press support help desk service

### **Senior Leadership Recruitment**

- Advice, guidance and support to the governors on the appointment process for headteachers, deputy headteachers and heads of RE
- Provision of Appointing Leaders Guidance Handbook (updated annually) to guide governing bodies through the appointment process
- Develop bespoke documentation for school recruitment process on request
- Designated diocesan officer allocated to each vacancy
- Circulation of vacancy details to all schools in the Archdiocese
- On-going support and guidance to the governing body and recruitment panel throughout each stage of the process
- Attendance at shortlisting and interview for headteacher, deputy headteacher and Head of RE
- Feedback to all candidates at the end of the selection process
- Support to the governors in the evaluation and review of the recruitment and selection process

## **School Improvement Service**

- Support, advice and references for applications for Teaching Schools, NLE and LLE
- Deliver regular TSA meetings to share good practice and identify schools needing support and brokering of that support
- Formal meetings with Local Authority partners to coordinate support offered to schools across the Diocese
- Monitoring the impact of support provided to schools identified as being in need
- Regular formal meetings with the DFE, OFSTED and RSC acting as advocate for our schools across the diocese
- Delivery of regular headteacher briefings throughout the academic year
- Regular newsletters and updates on all matters impacting on Catholic education and our schools
- Bespoke advisory and support service to schools before and after Ofsted inspections
- Attend schools during Ofsted inspections and feedback sessions when required
- Undertake teaching and learning reviews in schools when this is deemed necessary
- Deliver Ofsted training as and when necessary
- Attendance at IEB meetings
- Collate and analyse the performance data from all schools including all statutory primary school assessments and secondary school examination results
- Provide an overview of Diocesan school performance identifying key areas of strength and for further development
- Act as the first point of contact with DFE and LA officers when school performance data is under scrutiny
- Provide support to schools with any visits from DFE or LA officers including attendance at school where necessary
- Identify any vulnerable schools based on performance data and broker appropriate support
- Facilitate school improvement support through Teaching Schools Alliances and other appropriate providers
- School improvement adviser available for advice and support when required

## **Governance**

- Appoint all foundation governors, representatives and directors
- Liaise with clerks, headteachers and governors
- Support and guide governing bodies on identifying roles and responsibilities
- Provide bespoke advice for governors/directors as required
- Provide induction days for all governors and directors
- Delivery of training courses for school governors, academy representatives and directors on request and as and when required
- Facilitate governance reviews by National Leaders of Governance when required

## **Admissions**

- Provide support and guidance to all schools as required
- Training for appeal clerks
- Provision of all model documentation as needed
- Provision of annually reviewed model admission policies for all schools, compliant with the current School Admissions Code
- Bespoke advice to schools on all areas of the School Admissions Code
- Annual check of school's individual admission policy
- Provide feedback and advice to ensure policy is compliant with the School Admissions Code

- Provision of general advice and guidance documents to support schools through the annual admissions process
- Training on admissions for headteachers, support staff and governors
- Access to trained appeal clerks and panel members for schools to organise independent appeal panels
- Provision of all appeal documents and guidance including model statements and letters for schools to personalise for their own use

### **Academies**

- Delivery of presentations and training to groups of schools and their governing bodies to increase their understanding and awareness of academy conversion
- Provide a designated diocesan officer to offer support and guidance before, during and after the conversion process
- Provide information, advice and guidance on the practicalities of converting to academy status, as part of a Multi Academy Company (MAC)
- Provide appropriate referrals to professional partners who will facilitate the conversion process in terms of legal, financial and HR service provision
- Appoint and work with the Shadow Board to provide clarity and guidance on all of the stages of conversion
- Liaise with the DfE and the Regional Schools Commissioner to gain approval for the group of schools converting to MAC status
- Appoint the Foundation Directors (Board) and Foundation Governors (Local Governing Body) who will form the majority in terms of Governance
- Provide on-going support and guidance post conversion, including facilitating the sharing of good practice with other MACs
- Arrange and facilitate regular MAC Network meetings to share best practice and provide on-going networking opportunities
- Review of scheme of delegation on a regular basis
- Facilitate regular meetings of headteacher and governance advisory groups to inform the Diocesan Academy Board strategy and decision making
- Access to preferred professional partners to support with the various functions within a MAC
- Provide the services of an academy project manager to support schools through the conversion process

### **Buildings and Finance**

- Liaison with the Department for Education (DfE) and local authorities regarding the strategic planning of school places across the diocesan area
- Strategic management of major construction projects financed by a range of funding sources including LCVAP, Priority Schools Building Programme, Basic Need, Condition Improvement funding and developer contributions
- Provide advice and support on school organisation matters including school expansion, amalgamation and closure
- Provide advice and support regarding school asset management, including sufficiency, suitability and condition
- Provide advice and guidance on all property related matters including lettings on school sites
- Provide advice and assistance in the submission of capital bids
- Provide advice on the appointment of professional design consultants and surveyors
- Access to DES approved design consultants, architects and surveyors

- Provide advice and assistance regarding statutory maintenance and testing
- Monitoring of statutory maintenance and compliance testing
- Provide training for newly appointed headteachers and deputy headteachers on buildings/premises/finance related matters
- School insurance, including buildings cover, available through approved providers
- Provide advice and support to schools for building emergencies
- Termly meeting for the Diocesan School Business Managers working in academies
- Strategic management of the LCVAP programme
- Management of DFC and School Building Fund
- Managing the Year End process for LCVAP and DFC
- Management of the Primary Capital programme
- Liaising with consultants, architects and EFA on behalf of schools
- Regular funding bulletins including additional funding opportunities available for schools
- Access to DES approved strategic partners providing professional services to schools
- Strategic oversight of MAC finances including regular monitoring of budgets