



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

2019 - 20

CATHOLIC EDUCATION

- 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 following S48 inspection
- Regular advice and guidance available for subject leaders
- Access to RE Live on the DES website and all the corresponding resources
- Additional bespoke support and training subject to availability of advisers
- Delivery of standard training days typically but not exclusively including: sacramental preparation, subject leader induction, collective worship, training for non-Catholic teachers and SRE
- Delivery of three-day Catholic NQT induction programme - primary
- 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
- Three training days for Secondary RE subject leaders per academic year
- Termly local partnership meeting for secondary Heads of RE
- Training day for all new teachers of RE in secondary 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, support for the general RE programmes for Sixth Form, KS3 or KS4 RE curriculum.
- Training days for PICCLS - secondary
- Partnership meetings for PICCLS - secondary
- RE NQT day – secondary
- New to Catholic education training
- Non specialist RE support for secondary
- Induction training days for recently appointed Heads of RE - secondary
- Facilitating Alpha courses across MACs and schools subject to availability of advisers
- A level RE conference
- Providing post S48 inspection support to those schools judged to be less than good
- Assist in preparation for S48 inspections where it is deemed necessary by the DES
- INSET for MACs provided by both primary and secondary advisers
- Refresher courses for primary teachers
- Advice and support with chaplaincy appointments

SCHOOL LEADERSHIP (including Governance)

- 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
- 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
- Use of DES job descriptions and person specifications for heads of RE, PICCLS and curriculum leaders of RE
- 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 complaints policy and procedures
- Development of new models of leadership including Catholic Senior Executive Leader (CSEL), 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
- DES associate headteachers to act as external advisors to governing bodies on the appraisal of headteachers
- Representation on LA school forum and scrutiny committees through DES associate headteachers
- Facilitate regular JNCC meetings for DES and local unions
- Use of Don Bosco House meeting facilities for specific events and meetings by prior arrangement
- Facilitating training and networking meetings for CSELs
- Bespoke school intervention by DES officers where necessary
- ***It is a requirement that the DES give advice, guidance and support to the governors on the appointment process for: Catholic Senior Executive Leaders, Executive headteachers, headteachers, heads of school, deputy headteachers, heads of RE departments, second in charge of RE, Person in Charge of Catholic Life (PICCLS), lay chaplain***
- Designated diocesan officer allocated to each vacancy listed above
- Attendance at every stage of recruitment process to offer on-going support and guidance to the governing body and recruitment panel
- Appointing Leaders Guidance Handbook to assist governing bodies with the appointment process
- Circulation of vacancy details to all schools in the Archdiocese
- Feedback to all candidates at the end of the selection process if requested
- Support to the governors in the evaluation and review of the recruitment and selection process
- Documents for all protected posts and primary RE coordinators
- Provision of recruitment documentation for CSELs
- Guidance and involvement in all stages of CSEL appointment
- 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
- Develop Diocesan Leaders of Governance to mentor, coach and support chairs/governing bodies/committees where it is needed
- Deliver governance briefing sessions twice a year

- Provide support and guidance to all schools on admissions as required
- Training for appeal clerks
- Provision of all model admissions 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 admissions 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

SCHOOL IMPROVEMENT (including S48 Inspections)

- 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 termly 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
- Attendance at IEB meetings where necessary
- 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 to Trustees
- 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
- Provide link DES officer to schools not achieving good or better in Ofsted or S48 inspections to follow through with post inspection action plan
- Attend DFE MAC performance reviews when necessary
- 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
- 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 ORGANISATION (Academy Strategy)

- Delivery of presentations and training to governing bodies to increase their understanding and awareness of academy conversion
- Provide a designated academy project manager 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 chair of MACs meetings to share best practice and provide on-going networking opportunities and updates
- Undertake annual monitoring of all individual MACs: financial position
- Undertake annual monitoring of all individual MACs: standards, Catholic ethos and leadership provision
- Regular meetings with and reporting to the Trustees' Diocesan Academy Strategy Board
- Structured programme of support for the board of directors in the first 12 months of any new MAC provided by members of the DES team.

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 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 guidance in the submission of capital bids for both schools and academies
- Provide advice and guidance on the appointment of professional design consultants and surveyors
- Provide advice and guidance 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
- Provide advice and guidance on 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 and finance directors
- Liaising with consultants, architects and ESFA 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 VA school finances including regular monitoring of budgets and meetings with LAs
- Monitoring of MAC finances and attending ESFA finance reviews when necessary
- Advice and guidance on revenue funding
- Annual conference for school business managers, chief finance officers and CSELs
- Monitoring of MAC buildings and premises
- Master planning of MAC estates
- Guidance on the content of published master plans