



## THE DIOCESAN BOARD OF EDUCATION: CONTEXT AND SCOPE

### The Diocese

The Diocese of Blackburn covers Lancashire (except for the areas in the east (Bradford) and in the south (Liverpool, Manchester) and a few parishes in Wigan, the Unitary Authorities of Blackburn with Darwen and Blackpool. The population mix of the Diocese is predominately white but with a significant ethnic group of "Asian or Asian British". The Diocese spans approximately 878 square miles with a mix of rural and urban areas. Further information about the Diocese can be found on the website [www.blackburn.anglican.org](http://www.blackburn.anglican.org)

### The Diocesan Board of Education

The Blackburn Education Department works under the strategic direction of the Diocesan Board of Education (DBE), which is a statutory body governed by the 2021 Measure. Board members are appointed or elected by the Diocesan Synod or co-opted to the Board, and voluntarily offer a wide range of professional expertise. They are committed to seeing the Church take a full and active part in education and also contribute to a small number of specialist committees and broader activities on behalf of the Board.

### Scope of Work

The Board of Education has responsibility for work with children and young people from 0-23 years. A large part of the work involves support and service of Church of England schools and academies but also involves support of voluntary groups within parishes and deaneries and direct support for parishes themselves. Chaplaincies in schools, Further and Higher Education Institutions are also supported. The Board has a big digital presence and creates high quality resources to support the work with children, young people and schools.

### Schools and Academies

Two hundred years ago, the Church of England pioneered education for all, building a network of church schools across the nation that served their local communities. While education has changed over the years, almost beyond recognition, the original vision is still held, and the Church of England retains a large investment in teaching and learning notably in this Diocese through 190 Schools and Academies. The Education team also works collaboratively with the Methodist Church in Lancashire in their 13 Schools.

Over 44,000 Children and Young people attend Church of England Schools/Academies across the four local authorities, meaning that around 25% of all primary aged children attend Church of England schools/academies in addition to the students who attend the 10 secondary schools/academies. The diocese has the highest proportion of Church Aided schools in the country which have helped to contribute to the distinctively Christian ethos of all our schools.

More than 1,400 people serve as Foundation Governors/Trustees in Church Schools/Academies and many more church members serve in Community Schools/Academies.



### **Work with Children and Young people**

The Church of England is one of the largest providers of voluntary activities for children and young people.

In this Diocese of 250 parishes there are many thousands of children, young people and their families being nurtured in the faith in a wide variety of voluntary based groups. There are also a number of community groups and outreach projects led by church staff and volunteers. Many of the parishes have strong links with their local Church of England school and community school where they will often lead worship and Christian activities week by week.

There have been over 10,000 volunteer adult workers DBS checked in the last five years, in addition to some local paid workers. The Children's Work Adviser and the Youth Work Adviser provide training, information, resources, support and guidance to the adults who work with children and young people in this wide range of church contexts, as well as organising large-scale events and conferences on an annual basis.

### **Chaplaincies**

The Board of Education oversees the development and support of educational chaplaincies. There are youth workers / chaplains in many of our secondary schools/academies and chaplains working in Universities of Lancaster, Central Lancashire and Cumbria (Lancaster Campus).

### **Example of our work include**

- Leading professional development training for Headteachers, Teachers, Governors, Clergy and Parish Leaders.
- Organising Conferences for Headteachers, Youth and Children's leaders, and Governors
- Developing and reviewing RE curriculum resources and syllabuses
- Providing regular newsletter/ e-bulletins for School and Parish leaders
- Working in partnership with the four Local Authorities and others, providing curriculum, school improvement, building and pastoral support for all Schools, Academies and other bodies
- Building new Church Schools and improving existing ones
- Working with Local Authorities to commission new church school places
- Working with Regional School Commissioners to develop church Multi Academy Trusts
- Being voting members on statutory committees of 4 Local Authority and other related statutory bodies
- Building partnerships with statutory and voluntary providers
- Providing regular web-based resources and publications to support Children's and Young people's groups and Schools/Academies
- Organising large scale events for children and young people across the Diocese
- Advising Governors on the appointment of Headteachers/Principals and deputy Headteachers / Principals
- Liaising with Universities on chaplaincy



THE BLACKBURN  
DIOCESAN BOARD  
OF EDUCATION

## **Job Description - Head of Schools, Children and Youth**

£65 000-70 000 per annum<sup>2</sup>

25 - 30 days holiday per year (plus bank holidays)

10% pension contribution

### **Job Title**

**Head of Schools, Children and Youth**

### **Job Purpose**

The post holder will assist in the strategic leadership and management of the development and delivery of the activities of the Blackburn Diocesan Board of Education in relation to its work with schools/academies, colleges, universities, and parishes and with children and young people and their parents or carers, enabling others to work to the glory of God and promoting the cause of the Gospel.

The role involves ensuring proper representation of the Diocese and the Board of Education in local, regional, and national settings relating to education and requires the postholder to be able to relate effectively with a wide range of agencies, both within and outside the Church.

There is a genuine occupational requirement for the post holder to be Christian.

### **Line Manager**

Diocesan Director of Education

### **Principal Job Responsibilities**

- To assist in the leading and managing of the work of the Diocesan Board of Education and undertake responsibilities for the Director in his absence.
- To assist in the leadership and management of the staff of the Board of Education.
- To assist in the provision of proactive, constructive and cost-effective support to all Church schools/academies in the diocese, including (but not limited to) regular liaison, assistance with the recruitment of headteachers, advice and governor support and assistance with legal and other regulatory matters where the interests of the Board and the Church are involved.
- To assist in policy and development work for the Board in relation to Church schools/academies, its work in colleges, universities and parishes, and in relation to children and young people.

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<sup>2</sup> The DBE has no scale system for pay progression. All staff are appointed on a spot salary that is only subject to cost of living pay rises



## THE BLACKBURN DIOCESAN BOARD OF EDUCATION

- To encourage and support the development of church strategies at a local level for engagement with children and young people and for the relationship and involvement of local churches with Church schools/academies.
- To facilitate and support the work of the Diocesan Board of Education, including the provision of policy papers, regular reports, budgets, management accounts and other financial information and for ensuring that the meetings of the Board and its sub committees are effectively serviced
- To lead and manage staff within the Diocesan Board of Education.
- To assist in monitoring the financial performance of the Board of Education and the effective management of the monies which flow through the accounts of the Board and for ensuring that the work of the Board is discharged in accordance with its annual budget.
- Liaise with DBE Services and headteachers on all matters relating to school buildings.
- Support governing boards on meeting their statutory obligations on admissions, appeals and other compliance matters.
- Support governing boards through the legal implications of changes of structures of governance or a move to academy status.
- Meet and liaise with local authorities to plan for future pupil place planning.
- To act as the main contact for the National society for school related work.
- To liaise with the EFSA and DFE as necessary to undertake the role.
- To represent the DBE on Boards and Committees as required.
- To represent the Diocesan Board of Education as necessary in relation to its dealings with other Dioceses, relevant local authorities, relevant national bodies and other bodies and organisations with which the Board of Education needs to relate.
- To assist in the management of church school trusts and capital work through the SCA scheme and liaise with DBE Services on capital programmes.
- Assist in the support and guidance of diocesan strategy on youth work and children's work in parishes.
- To undertake such other responsibilities as may reasonably be required by the Director of Education.

### **Note**

This post involves regular dealings with children and other vulnerable groups. Accordingly, the appointee to this post will be subject to enhanced DBS clearance.

### **Essential Requirements**

- Active communicant member of the Church of England or of a Church in full communion with the Church of England and with a clear and personal faith in Jesus Christ.
- Educated to degree (or equivalent) level.
- A good understanding of the educational and other sectors in which the Diocesan Board of Education works and, in particular, of the work of the Church of England in relation to primary and secondary education, and in relation to children and young people in parishes and the wider community.
- Experience of leadership at a senior level within an educational establishment or in the charity sector.
- Ability to lead, motivate and manage a team of committed and experienced staff and associate advisers.
- Ability to be a team player, working constructively, effectively, and harmoniously as part of a wider team.
- Ability to be an excellent communicator with all relevant stakeholders.
- Clear ability to create, and then work within, fixed budgets and to challenging financial targets. The post holder needs to have significant financial numeracy and good experience of operating within firm financial boundaries.
- Experience of managing projects from inception through to completion, within clear financial parameters.
- The post holder will be a self-starter and will be able to work effectively without close day-to-day supervision.
- The post holder will be a hard worker, prepared to work irregular hours as the demands of the post require and who understands the importance of leading his/her team by example.
- Ability to travel effectively around the Diocese.

### **Desirable Requirements**

- Experience as a Headteacher at Primary level and/or
- Experience as an Assistant or Deputy Headteacher at secondary level and/or
- Experience of children or youth work in a church context and/or
- Experience of working with Charity land and finances.



# THE BLACKBURN DIOCESAN BOARD OF EDUCATION

Dear Applicant

Thank you for your interest in the post of Head of Schools, Children and Youth with the Diocese of Blackburn. I am delighted to let you have details about the Diocese, the Board of education and information about the post.

I hope you find the application pack provides all the information you need to consider your candidature for this post, however, if you have any further questions please contact Stephen Whittaker, Diocesan Director of Education via Helen Morris, PA to the Director of Education on 01254 503404 or via email [helen.morris@blackburn.anglican.org](mailto:helen.morris@blackburn.anglican.org)). Meanwhile, I am providing below key dates for the appointment process.

## Applications

Applications must be received by 12 noon on 16<sup>th</sup> September. Application forms, with covering letter no more than three sides of A4 describing what attracts you to this role, your experience and how it relates to the opportunities and challenges presented by this post, should be returned to Helen Morris, PA to the Director of Education either by post to Helen Morris, PA to the Director of Education, Clayton House, Walker Office Park, Blackburn BB1 2QE or by email [helen.morris@blackburn.anglican.org](mailto:helen.morris@blackburn.anglican.org)

## Shortlisting

Shortlisting will take place on **19<sup>th</sup> September 2022**. To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

All applicants will be notified of the outcome of the shortlisting process.

## Activities/Interview

These will take place on **27<sup>th</sup> September 2022** Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory references and an enhanced DBS check.

Should you decide to apply for this post we look forward to receiving your application.

Yours sincerely

Venerable David Picken  
**Chairman of the Board of Education**