



Education
Department

Lead Officer 11-19 School Improvement & School Improvement Officer (Curriculum)

Information for Applicants

Contact for enquiries:

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Journeying together in faith and service.



Introduction from the Director of Education

Thank you very much for your expression of interest in this position.

These new roles within the Department are an exciting opportunity to contribute to the development of Education within the Archdiocese of Liverpool.

This is such an exciting time for the Department and for Catholic education in the Archdiocese of Liverpool. There are national changes with the introduction of the new National Framework for Catholic School Inspection, the revised Religious Education Directory that will be adopted from September 2025, and the new Directory for Prayer and Liturgy that is currently under development.

The archdiocese published its Academy Strategy in January 2023 and is now working on the creation of three new Multi Academy Trusts for 2024.

Our desire is to ensure that all children in our schools and colleges will continue have access to a truly Catholic education. One in which they achieve to the best of their ability and come to experience the knowledge of and an intimate relationship with God. An education that is shaped and driven by Gospel Values.

The Archdiocesan Pastoral Plan published after the Synod in 2020 states clearly its wish to become a Church where young people and young adults flourish. These roles will support

schools and other agencies within the archdiocese in working towards this goal.

As stated earlier, it is an exciting time to join the Education Department. We are looking forward to recruiting dynamic, forward-thinking committed people to join our team. I believe the work that we are doing now will help shape the future of Catholic Education in the Archdiocese of Liverpool.

It is essential that the successful applicants will be people who are open to new ideas, passionate about Catholic Education and wish to make a difference in the lives of young people within the archdiocese.

If you would like to learn more about this opportunity, then please make contact with Hannah Blabey (h.blabey@rcaol.org.uk) who can arrange a call.

Thank you for taking the time to consider these vitally important roles. I do hope you will consider applying.

A handwritten signature in black ink that reads "Joan McCarthy". The signature is written in a cursive, flowing style.

Joan McCarthy
Director of Education



Overview of the Archdiocese of Liverpool

The Archdiocese of Liverpool extends from the Mersey to the Ribble, encompassing Merseyside, parts of Lancashire, Cheshire and Greater Manchester, and the Isle of Man.

The Catholic population of this area is 369,000 (July 2023) and Mass attendance figures stand at 25,327 for 2022. The archdiocese is divided into 13 administrative areas or deaneries, which are each overseen by a priest nominated as Dean. The deaneries are further divided into 139 parishes, containing two cathedrals, 169 churches, and 221 schools.

In the parishes of the Archdiocese, the Archbishop appoints parish priests who act as the responsible local officials, with both canonical responsibilities and civil law requirements to act as agents of the Archdiocesan Charity Trustees in relation to charity law.





Synod 2020

The Archbishop is deeply committed to the fact that God will speak to us through the bishops, priests, deacons, religious and people of the Archdiocese. That is why the Synod is called ***“Becoming the Church we are called to be.”***

Every person has a voice, and their voice must be heard. The Synod will inspire us and direct us as we find new and exciting ways to meet the challenges of being members of the Catholic Church in the years to come.

Originally intended to meet together in 2020, the Synod gathering had to be postponed because of the pandemic.

However, this has not stopped the process.

Rather, it has emphasised the need for a fundamental engagement with the people of God so that we can, in the words of Archbishop Malcolm, **regain our missionary spirit so that the call to holiness we heard in our baptism is expressed by a change of direction. Baptism has changed us so that as Christians we live no longer for ourselves but for others.**

On the first Sunday of Advent 2021, we launched our Pastoral Plan, the fruit of our Archdiocesan Synod 2020. You can view the plan at:



www.liverpoolcatholic.org.uk/about/synodality





Governance Structure of the Archdiocese

In Canon Law, the Archdiocese of Liverpool is under the authority and pastoral responsibility of the Archbishop. He is assisted in Archdiocesan executive matters by an Auxiliary Bishop and a number of Vicars General and Episcopal Vicars. Knowing the mind of the Archbishop, the Vicars General have the full ordinary power of the Archbishop, while Episcopal Vicars have authority for specific areas of the life of the Church. The Archbishop has an Advisory Body to advise him, comprising representatives from various areas of diocesan life.

The Archdiocese recently became a Charitable Incorporated Organisation, or CIO:

ARCHDIOCESE OF LIVERPOOL Charity number: **1199714**

The charity exists exclusively to serve the life and mission of the Church in the archdiocese. The board of the trust is chaired by the Archbishop and includes the Vicars General, the Cathedral Dean, several Episcopal Vicars and lay Trustees. The Board meets regularly to provide strategic direction and decision-making on key issues and is ultimately responsible for the administration, assets, and compliance of the charity.

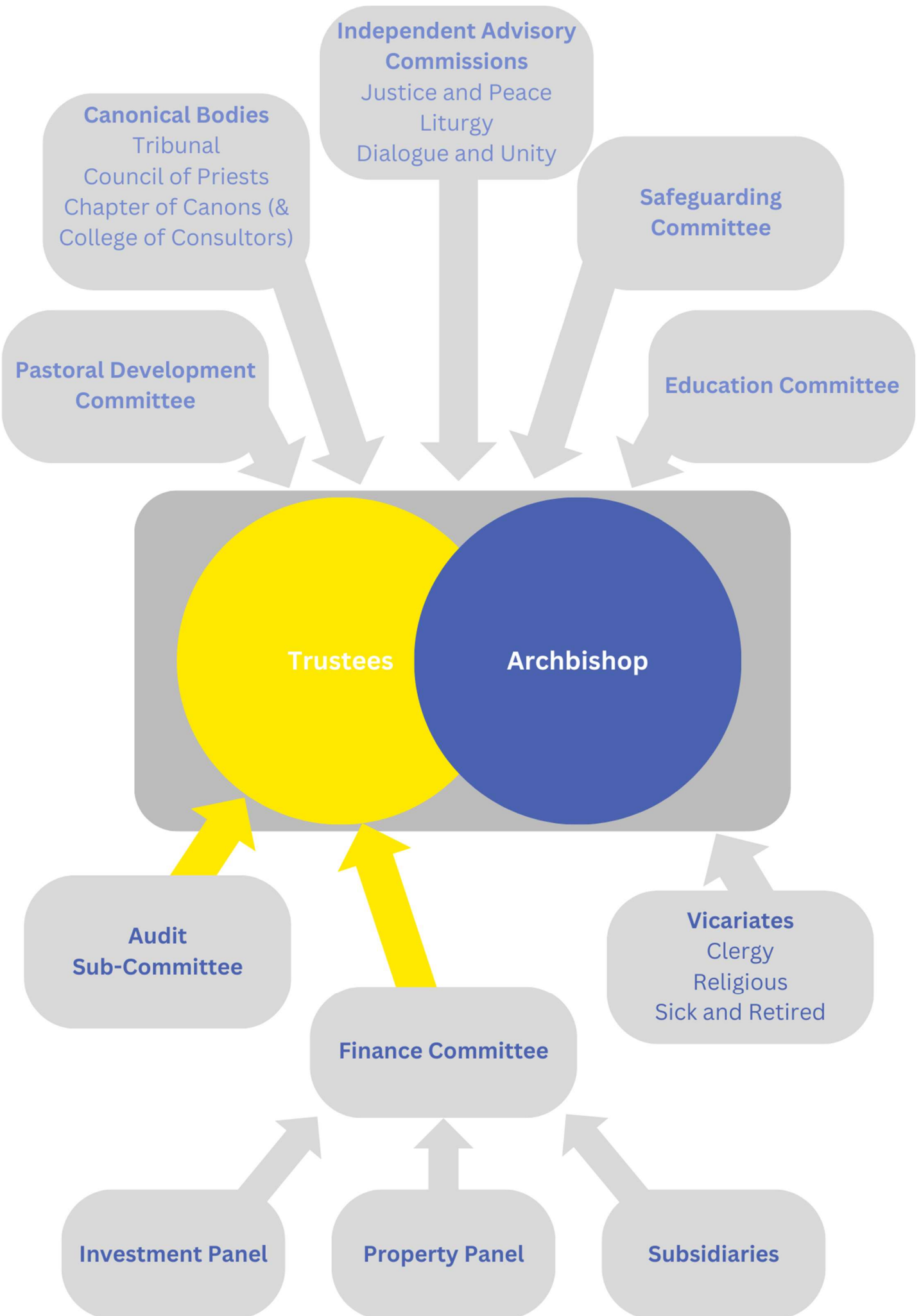
The Trustees are advised by a number of committees including the Finance Committee, the Education Committee and the Pastoral Development Committee. A number of specialist laypeople are included on these committees, which meet on a regular basis, and their findings are forwarded to the Trustees or operate under Trustee-delegated authority.

Synodal structures have been established at deanery and archdiocesan level to engage the wider church in decision-making. These inform the decisions made by the Archbishop and governance structures.

The governance structure is shown on the next page.

A number of essential functions of the Archdiocese are also operated through subsidiary companies.







Officer Structure

Currently, the day-to-day administrative, legal, and financial affairs of the Archdiocese are carried out from the charity's registered office by the Chief Operating Officer, the Senior Management Team (comprising the directors of each department – please see below) and a number of paid employees.

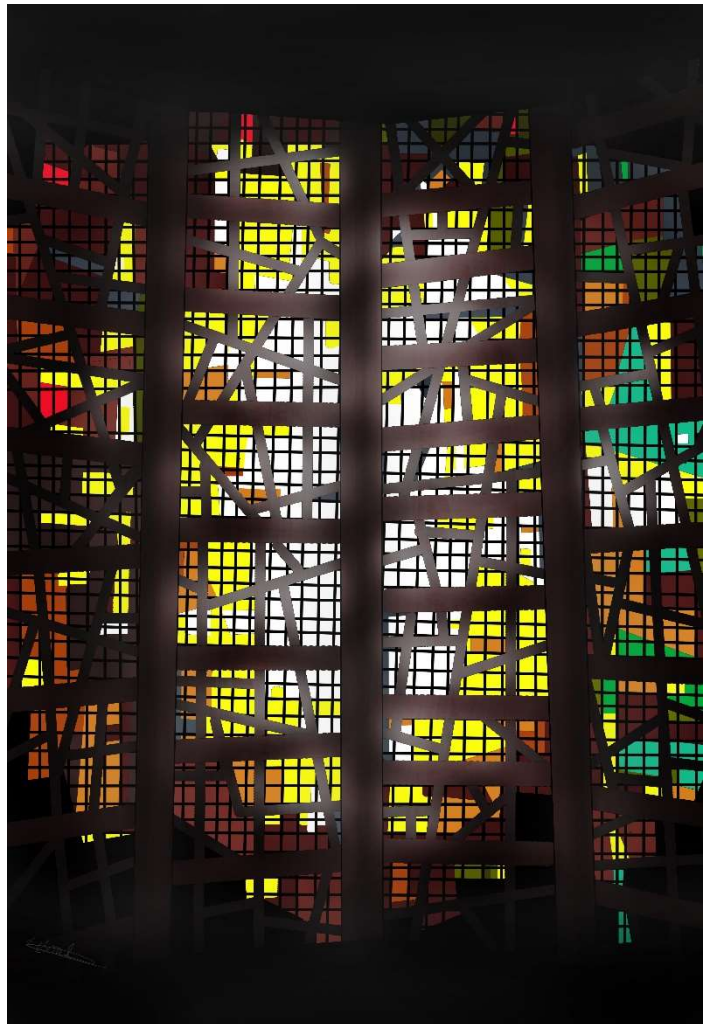
Lay staff are also employed by the Archdiocese at the parish level to assist with the work of parishes.

The working ethos of the officers is that they are there to serve the Church. The mandate for their work is drawn from the authority of the Archbishop and the Trustees and the needs of the parishes and schools.

The officers are arranged into several functional departments to allow for specialisation and effective line management. However, the departments are not independent silos but are required to work cooperatively in the service of the Church. The work of all departments is operationally coordinated by the Chief Operating Officer.

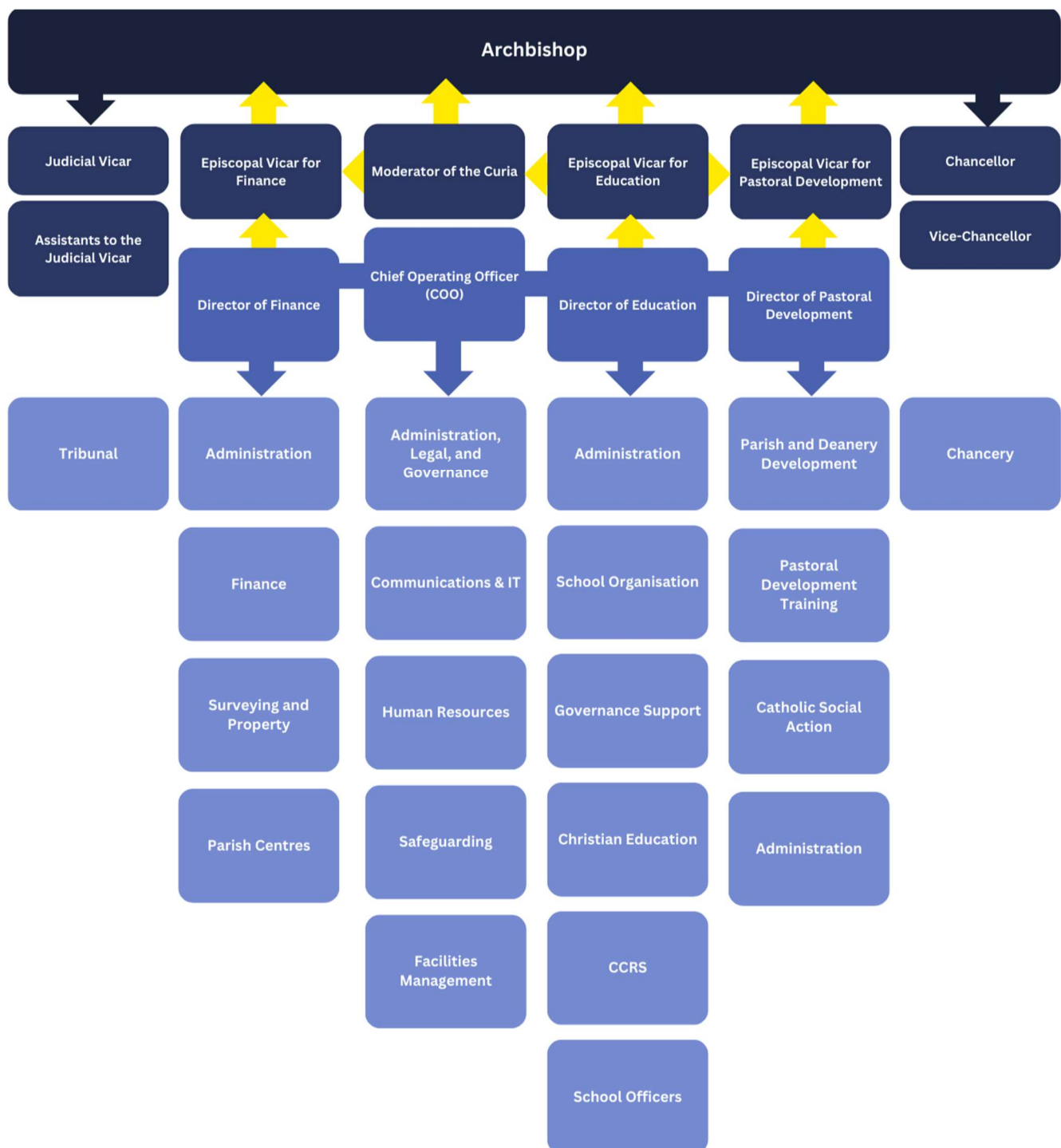
Episcopal Vicars provide ecclesiological and mission oversight of each department. They also provide a mechanism of accountability to the Trustees for officer performance against agreed plans and targets.

The current departmental structure is shown on the next page.





Departmental Structure





Education Department

The Education Department has undergone a number of changes in recent years. Originally it was the Department of Schools and in 2021 this merged with the Christian Education Department. The Department comprises various different services such as School Improvement, RE Advisory, Catholic Schools Inspection and Governance Services.

In recent years, the Archdiocese has had two independent school improvement trusts: ALPSIT (Primary) and ALSSIT (Secondary). These were funded directly by schools through a subscription service. The Trustees of the Archdiocese instructed dissolution of these in line with its wish for all Archdiocesan Trusts and Companies to come under the umbrella of the Archdiocese of Liverpool Education Department. In September 2023 the post of Lead Officer for Primary Improvement was appointed. The Secondary School Improvement Trust is in the process of dissolution and the new roles will be in place from September 2024.

The department currently comprises 16 members of staff.



About the Roles

Lead Officer 11-19 School Improvement

This is an exciting opportunity for an educational professional to join our team to support the schools and colleges of the Archdiocese in its wider educational mission. You will be based within the Education Team at the St. Margaret Clitherow Centre with the post involving travel and direct work with our schools, colleges and academies.

As a department we are focused on improving the standards of education, thereby ensuring that all students have access to a high-quality Catholic education. The successful applicant will develop of strategic vision for school improvement in collaboration with our schools and colleges. We are seeking an experienced professional who is passionate about school improvement and understands the benefits of networking and working collaboratively.

School Improvement Officer (Curriculum)

This is an exciting opportunity for an educational professional to join our team to support the schools and colleges of the Archdiocese in its wider educational mission. You will be based within the Education Team at the St. Margaret Clitherow Centre with the post involving travel and direct work with our schools, colleges and academies.

As a department we are focused on improving the standards of education, thereby ensuring that all students have access to a high quality Catholic education.

The successful applicant will assist the Lead Officer in the development of a strategic vision for school improvement in collaboration with our schools and colleges. We are seeking an experienced professional who is passionate about school improvement and understands the benefits of networking and working collaboratively.

Recruitment Key Dates:

- Closing date Thursday 13 June 2024 at noon.
- Shortlisting and candidate notification by Tuesday 18 June 2024.
- Interviews Monday 24 and Tuesday 25 June 2024.

Terms and Conditions

Contract and Salary

This roles are permanent and full-time with salaries of:

- Lead Officer 11-19 School Improvement – £63,000 - £73,000
- School Improvement Officer (Curriculum) - £55,000

Location

Base office will be Saint Margaret Clitherow Centre. Croxteth Drive, Liverpool, L17 1AA and there will be a regular requirement to attend meetings, schools and events across the Archdiocese.

Working Hours

Contracted hours are 35 per week, all year round, worked according to the needs of the service.

Annual leave

33 days which includes eight bank/public holidays plus 5 gifted days during Christmas and Easter. There is the option to purchase additional annual leave.

Pension

Employees will be enrolled into the People's Pension Scheme with a contribution rate of 5% and 3% contributed by the employer. The Archdiocese will match employee contributions up to 6% of their pensionable salary.

Other benefits

There are a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme.

How to Apply

Application for these roles is by way of:

An [application form](http://www.liverpoolcatholic.org.uk/careers), which can be downloaded from: <http://www.liverpoolcatholic.org.uk/careers>

This should include details of two referees who can be contacted if you are shortlisted for an interview.

A [supporting statement](#) of no more than two A4 pages (font size 11 minimum) which outlines:

- Why you are a suitable candidate for the post,
- Your motivations for applying,
- The aspects of the job description which particularly attract you to the post.

These documents should be returned by email to hrrecruitment@rcaol.org.uk.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.



Saint Margaret Clitherow Centre

Croxteth Drive, Liverpool, L17 1AA

T: 0151 522 1000 | **E:** hrrecruitment@rcaol.org.uk

W: www.liverpoolcatholic.org.uk