

## **DEPUTY DIOCESAN DIRECTOR OF EDUCATION**

### **Job Description**

#### **PURPOSE**

To work collaboratively as a member of the Education team, to support the Director of Education in leading, managing and co-ordinating the work of the Diocesan Board of Education.

#### **RESPONSIBLE TO THE BOARD OF EDUCATION – REPORTING TO**

The Diocesan Director of Education.

#### **KEY CONNECTIONS**

The Diocesan Director of Education, members of the education team, members of the Board of Education, headteachers and governors in church schools in the diocese, the Diocesan Multi-Academy Trust, the local authority, diocesan staff, staff from other dioceses.

#### **KEY RESPONSIBILITIES**

1. To help to develop and sustain the strategic direction of the DBE and priorities for its work with schools
2. To uphold and develop the Christian distinctiveness of our schools and academies
3. To support school governors in the appointment of head teachers, including attending shortlisting and interviews.
4. To support voluntary aided schools and Diocesan MAT schools in matters of admission policies and appeals:
  - Checking admission policies in liaison with the schools and the Local Authority
  - Supporting schools in handling admissions appeals
  - Liaising with the DfE and the Church of England Education Office on admissions matters
5. To ensure that Foundation Governors are appointed, to provide resources for governors and to lead governor training sessions
6. To support the Director on school organisation issues, including school closures and new school bids

7. To represent the DBE in working with schools, the Local Authority (LA), the Department for Education (DfE), the Church of England Education Office and other organisations as required, specifically attending national Diocesan Admissions Group and Governance Group meetings and regional meetings with other dioceses as appropriate
8. To deputise for Diocesan Director of Education as required
9. To liaise with the Suffolk Learning Improvement Network (SLIN) as a member of the Programme Board and representing the diocese
10. To be able to identify, support and work alongside schools of concern.
11. To lead on leadership development and succession planning in the team.
12. To develop and offer training to meet the needs of the diocesan educational landscape.
13. To provide educational leadership, support and advice to schools including pastoral and professional support to head teachers and senior school leaders and governors
14. To visit schools on a regular basis and to maintain excellent relationships between schools and the diocese
15. To collaborate with other staff in promoting effective links between schools and parishes
16. To provide external advice to governors on headteachers' performance management
17. To represent the DBE at Governing Body meetings as appropriate
18. To line manage the Administrator
19. To attend OfSTED inspection feedback meetings in schools
20. To work with the Administrator to ensure that the website is up to date and effective.
21. To attend team meetings and maintain regular contact with the team, especially the DDE.
22. To attend meetings of the Board of Education and make presentations to the Board as appropriate.

The above list of responsibilities is not exhaustive and the Deputy DDE may be required to undertake such other duties of a similar nature as may from time to time be required.

## **STAFF DEVELOPMENT & SUPPORT SCHEME**

The Deputy DDE is required to be involved in a process of regular review and appraisal for professional development in line with DBF policy.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Good understanding of curriculum and leadership in the primary phase</li> <li>• Successful experience as a senior leader in the primary phase</li> <li>• A proven track record of improving performance and delivering results</li> <li>• Experience of recruitment and selection</li> <li>• Good understanding of the Ofsted framework and school improvement planning</li> <li>• Experience of working in a range of schools</li> <li>• Knowledge of the SIAMS inspection framework</li> <li>• Awareness of current developments in education</li> <li>• Awareness of government policy on academies</li> </ul>	
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• A degree or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines</li> <li>• Excellent written and verbal communication skills</li> <li>• Well- developed interpersonal skills and ability to established good working relationships with a wide range of people and organisations</li> <li>• Good ICT skills</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Regular worshipper in a member of Churches Together in England and attested role model of Christian discipleship.</li> <li>• Commitment to Church of England schools</li> <li>• Commitment to the wider mission of the church</li> <li>• Commitment to being a member of a team</li> <li>• A self-starter, able to take initiatives and see them through</li> <li>• Commitment to continuing professional development</li> <li>• Flexibility and resilience in adapting to change and challenge</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to keep information confidential</li> </ul>	
Circumstances	<ul style="list-style-type: none"> <li>• The ability to travel regularly throughout the diocese</li> <li>• The ability to work outside normal office hours</li> </ul>	

**Please note:** The post-holder will be expected to support schools at times outside normal office hours and to travel as a part of his/her everyday work. A number of meetings, for example with governors, take place in the evenings.

### TERMS AND CONDITIONS

Salary	The post is at Band F Point 4 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, currently £33,007.80 for 0.6 full-time equivalent (FTE £55,013 per annum).
Term	Permanent
Pension provision	If eligible, membership of the Church of England Pension Builder 2014 Scheme, following completion of probation period. Further information is available on the <a href="#">Church of England website</a>
Hours of work	This post is available on a 0.6 full-time equivalent basis for 21 hours per week. Some flexible working is required e.g. working some evenings on occasion. TOIL (time off in lieu) may be granted for evening working to be agreed with line manager.
Holidays	25 days (pro rata for part-time equivalent) paid leave in addition to the usual public holidays, plus 4 discretionary days at Easter and Christmas, although these are subject to review.
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ and required to travel throughout the diocese.
Other	<p>In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practising Christian.</p> <p>The appointment is subject to an enhanced DBS check in relation to the requirements of this role.</p> <p>Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese.</p>

**NOTES:** The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the DBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

**For more information** about the work of the diocesan education team, please see our website- <https://www.cofesuffolk.org/schools/>

**For an informal conversation please contact:** Jane Sheat, Diocesan Director of Education at [jane.sheat@cofesuffolk.org](mailto:jane.sheat@cofesuffolk.org) on 07884 232231 to find out about the wide- ranging opportunities this rewarding role in the Diocesan team offers.

**Applications marked 'Confidential Application' to be sent to:** HR Manager at [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Closing Date for Applications:** Monday 14 September 2020

**Interviews:** Tuesday 29 September 2020