



Job Title: Deputy Diocesan Director of Education

Employer: Diocese of Brentwood

Line Manager: Diocesan Director of Education

Job Purpose:

The Deputy Diocesan Director of Education will be a member of the Diocesan Education Department working collaboratively with the Diocesan Director of Education, Episcopal Vicar, RE Advisers, School Link Advisers, Buildings and Premises Officer, Website and Business Development Officer, HR and a dedicated Support Team as well as a range of consultants as the need arises. The post holder will share in the leadership of the Education Department and because we are building a new education department specific areas of responsibility will be agreed with them on areas of skill and knowledge that they will bring to the post and which complement the wider team.

The post holder is expected to contribute to the achievement of the Church's mission and ministry in education by sharing responsibility with the Director and other advisers for the preservation and development of Catholic Education and working to support the highest standards of education in diocesan schools and academies.

The post holder must be committed to the guiding principles that underpin the approach taken by the Brentwood Diocesan Education Department.

Principal Accountabilities:

1. Supporting the development of Catholic schools as providers of high quality educational, religious and spiritual standards by:

- Supporting the Diocesan Director of Education (DDE) in developing and implementing the Diocesan Vision.
- Supporting, advising and challenging head teachers, governors and staff of Catholic schools, through personal visits and other means of communication, in order to promote and develop the distinctiveness and effectiveness of our Catholic schools.
- Contributing to improving standards within schools. This includes offering school improvement advice and may include, performance management of head teachers, analysis of performance data, action planning and monitoring and being part of an IEB if required.
- Providing advice and support to head teachers and governors to enable effective self-evaluation of the Catholic nature of our schools.
- Monitoring the outcomes of OFSTED and S48 inspections and helping to lead the education team to support school leaders in planning for improvement.

- Advising governing bodies during the planning and appointment stages in the recruitment of head teachers and liaising with LA colleagues as appropriate.
- Supporting and advising head teachers and governing bodies in relation to other key Catholic appointments such as Deputy Head and Head of RE.
- Supporting and monitoring RE, SMSC and Collective Worship provision in schools and assisting with the development of policies, in conjunction with Diocesan RE Advisers and other advisers.
- Providing in-service training for head teachers, staff and governors on a range of subjects, with a focus on preserving a distinctively Catholic response to the key issues in current educational thinking.
- Contributing to the development of appropriate resources to support the work of schools.
- Liaising with parish priests and local clergy to support their effectiveness in and with schools and to help to develop parish – school links.
- Liaising with Deanery groupings where appropriate and S2S groups to help to foster effective inter-school links.

2. Contributing to the effectiveness of Diocesan services and operations by:

- Leading by example and by being a professional and effective example to others within the team as a 'face of the Diocese'.
- Effective communication with other members of the education team through written visit notes, verbal updates so as to ensure all aspects of work are recorded in a timely fashion and can be supported by others in their own work.
- Facilitating and co-ordinating new opportunities for Catholic schools from local, regional and national education partnerships, strategies and programmes.
- Ensuring that our website and resources are developed, up-to-date and informative.
- Promoting diocesan provision and additional services with schools where appropriate.
- Contributing to the delivery and review of the strategic priorities as outlined in the strategic plan.
- Maintaining a good understanding of relevant legislation and government policy relating to the structure and leadership of schools.
- Supporting the work of the Diocese as a whole.

3. Participating in the formulation of Diocesan education policy:

- Working with the DDE and other officers in ensuring that the education policies are up-to-date, relevant, developmental and supportive.
- Ensuring that Diocesan education policies are understood and shared with school leaders, governors, clergy and other diocesan partners.
- Representing the diocese on LA or other committees such as Schools Forum if required.
- Contributing to the work of the Diocesan Board of Education.
- Supporting the DDE in the presentation of reports to the Diocesan Board of Education on a regular basis.

4. Contributing to effective planning and organisation within the Education Department by:

- Working with colleagues within other Vicariates as directed by the DDE.
- Carry out other duties/attendance at meetings as the Director of Education may reasonably request.
- Prioritise tasks across the range of work in conjunction with the DDE and the Episcopal Vicar.

5. General Information (Full-time equivalent):

Remuneration	FTE Salary £60,000 - £65,000 Depending on experience and qualifications
Hours of work	FTE – Term time only, plus 15 days - Monday to Friday (35 hours)
Place of work	Cathedral House, Ingrave Road, Brentwood, Essex, CM15 8AT
Holidays	Holidays, not usually to be taken in term time.
Pension provision	Diocesan pension scheme or equivalent of 10% of salary may be paid in to a recognised pension scheme.
Probation period	Six months during which time progress will be reviewed and the period may be extended.
Notice period	3 months from either side.