Diocesan Director of Education

The Bishop of St Albans seeks to appoint a strategic, entrepreneurial and professional leader for the Diocesan Board of Education who will enable the development and support of both distinctive and excellent church schools within the context of the new educational landscape and the diocesan mission to young people.

Building on the excellent contribution of 135 Church Schools (with more in the pipeline) of which 84% are either ‘Outstanding’ or ‘Good’ the Director will work with colleagues in the DBE Team and wider Diocese to deliver the priorities of the DBE:

- Community focused schools serving the common good.
- Outstanding education delivered in a distinctively Christian setting.
- Church schools at the centre of the diocesan vision, ‘Living God’s Love’.
- High quality Religious education.
- New church schools.
- Strong and fruitful school/parish relationships.
- Rigorous safeguarding that ensures church school pupils come first and are celebrated as children of God.

The new Director will be an active member of a Christian church who can be an effective ambassador for the Church of England and who can realise the potential of church schools in the church’s ministry to young people.

Substantial experience in the delivery of statutory education, rigorous approaches to school improvement, and the recruitment and professional development of school leaders must be interlaced with innovative thinking and a focus on the future.
The role

Job Title

Diocesan Director of Education

Responsible to

The Bishop of St Albans through the Chair of the Diocesan Board of Education (currently the Bishop of Bedford).

Job purpose

- To ensure that the provision of high quality statutory education, which expresses the Christian ethos, stands at the heart of the Church’s mission in the Diocese of St Albans.
- To provide professional leadership, advice and guidance to the DBE in the understanding of educational issues and in all aspects of strategic planning, vision, policy formation and implementation.
- To work with all church school leaders to deliver outstanding outcomes for the children in our schools.
- To liaise effectively with the DfE, Ofsted, Local Authorities, the National Society, ecumenical partners, the media, neighbouring dioceses and other agencies to ensure the influence of the Church of England in developing quality schooling locally and nationally is sustained and further developed.
- To promote new church schools that are at the heart of their communities and which serve the common good.
- To support the work of the Diocese of St Albans Umbrella Trust in ensuring the effective sponsorship of Church of England academies across the diocese.
- To ensure that in all our church schools pupils come first, are rigorously safeguarded and are seen as children of God.
- To anticipate and respond to changes in educational policy and opportunity and to advise the Board and Diocese as required.
- To lead a highly motivated and effective professional team.
- To place Christian education at the heart of the Diocesan agenda in collaboration with colleagues.

Detailed responsibilities include:

1. Church Schools

   Christian Distinctiveness

   - Promote positive relationships with all church schools and between schools in order to foster a sense of belonging to the diocesan family.
   - Communicating the vision and values of the DBE, especially with head-teachers and governors, to promote and secure a distinctively Christian approach to education.
Raising standards

- Understanding the strategies that need to be put in place to support school improvement, particularly those schools and academies in greatest need.
- Liaising with LAs and the DFE over particular schools to discern and communicate appropriate strategies.
- Building further the contribution of the successful Service Level Agreement offer in a proactive model of partnership.

Governors and Trustees

- Overseeing the arrangements for the appointment of foundation governors in church schools.
- Ensuring that governors receive appropriate advice on obligations and rights with regard to legal and administrative matters.
- Devising and managing training for governors in church schools and academies.
- Advising trustees of church school and academy foundations.
- Attending governors' meetings as required.
- Servicing the Umbrella Trust and future trusts, as required.
- Working on matters relating to school and academy trusts eg Property transactions relating to school premises.

Legislation

- Maintaining contact with the DFE, the Charity Commissioners, and the Board's solicitors on all legal matters.
- As appropriate, becoming involved in matters arising from Education Acts that concern the main responsibilities of the post.
- Keeping abreast of all legislative and professional developments in education and advising and initiating developments in church schools as appropriate; appraising official reports and assisting others in their implementation.

Admissions and Appeals

- Ensuring that church schools and academies admission policies are drawn up according to latest legislation and that correct consultation takes place.
- Advising on admission and exclusion appeals and overseeing the arrangements for appeals hearings as necessary for church schools.

Continuing Professional Development

- Ensuring the provision of quality training for heads, governors, staff and clergy, especially in relation to Collective Worship and RE.

Personnel Management

- Ensuring that advice is provided to Governing Bodies about head-teacher appointments. Giving advice on staff selection procedures, the writing of advertisements, job descriptions and personnel specifications and equal opportunities matters.
- Ensuring quality headship appointments in all church schools and academies.
- In partnership with a team of colleagues, advising and attending church schools and academies at short-listing and interview.
• Supporting schools with personnel issues including grievance, discipline and complaints procedures.

Building matters
• Overseeing a rolling programme of building work in Voluntary Aided Schools including repairs and maintenance.
• Negotiating the development of new schools, academies, closures, federations and amalgamations.

2. Fulfilling the Church’s Mission
• Working with other Diocesan bodies, including the Council for Discipleship and Ministry, the Board for Church and Society, the Archdeacons and the Cathedral, to ensure an integrated diocesan strategy for engagement with young people and children and keeping schools central to the mission strategy of the diocese.
• Enabling the contribution and participation of schools at all levels of diocesan life so that the voice and creativity of children and young people are experienced and valued.
• Supporting and resourcing deaneries and parishes in their engagement and partnership with schools.
• Advising the Bishops on educational matters from the General Synod, National Society, DFE and LAs.
• Attending Bishop’s Council and Diocesan Synod and, as required, Bishop’s Staff Meeting and any other bodies deemed necessary.
• Promoting and developing chaplaincy work in schools and academies, and, when resources permit, in Colleges of Higher Education.

3. Diocesan Board of Education
• With the Chair, developing and shaping the vision and structures of the DBE so that it can respond to the opportunities and challenges of the changing world of education.
• Overseeing the preparation of agendas, papers and minutes for meetings of the DBE and its committees.
• Attending all committees of the DBE and liaising with Chairs as appropriate.
• In partnership with the Officers of the Diocesan Board of Finance and the Finance Advisory Group ensuring that the finances and resources of the Board are managed effectively, within an increasingly entrepreneurial culture of delivering services and generating new income streams.

4. DBE Staff
• With the Diocesan Secretary, who has overall responsibility for personnel management in the Diocesan Office, leading and managing the staff team and coordinating their activities, including the implementation of DBE policies.
• Maximising the contribution of the team of experienced consultants.
• Taking responsibility for staff performance management, including appropriate professional development.
5. Other links
- Ensuring the Diocese is represented on Local Authority Education Scrutiny and other Statutory Committees as appropriate.
- Representing the Diocese on a national and regional basis and at the National Society.
- Ensuring the DBE liaises with all other educational institutions in the Diocese which have a C of E Foundation.

Summary of Key Working Relationships
- Chair and Members of the Board of Education.
- Diocesan Bishop, Bishop’s Staff and Bishop’s Council.
- The Diocesan Secretary.
- The Financial Secretary and Trusts Officer.
- The Cathedral and especially its Education Centre and Staff.
- Heads and Governors of Church schools/academies.
- Local clergy and PCC’s.
- Department for Education and OfSTED.
- National and regional links with counterparts in other Dioceses.
- Local authorities (Bedford Borough, Central Bedfordshire, Luton, Hertfordshire, Barnet).
- Legal advisers.