

Education Service Roles and responsibilities

Bishop and Trustees	Advising the Bishop and Trustees on educational matters (through Trustee meetings, Schools Committee, Finance Committee, etc).
Religious education/worship	<ol style="list-style-type: none"> 1. Monitoring provision of RE/PSHE/SRE. 2. Advising schools on curriculum, assessment, liturgies; spreading best practice.
Senior appointments	Advising on the appointment of headteachers, deputies, assistant headteachers, heads of RE and chaplains.
Governance	<ol style="list-style-type: none"> 1. Setting instruments of government and constitutions. 2. Appointing Foundation Governors recruitment and training. 3. Maintenance of governance database.
Policy development	Development and dissemination of diocesan policies through the Diocesan Schools Committee (admissions, senior appointments, curriculum and worship, chaplaincy, school places, equal opportunities, funding capitation, inspection etc). Major conferences for heads, chairs and deans on general policy and direction.
Programme of training and support	This is provided through a large number of meetings and conferences, in-school training sessions for staff and the development of materials for use with staff and pupils. The range of groups served includes headteachers, governors, RE heads of department and coordinators, NQTs, deputies, new heads, chaplains, admission appeals panelists, etc. Mentors are provided for new heads.
Communication	Bulletin; Handbook of Diocesan Policies and Procedures; Deanery days; Website; Helpline.
Schools	Advising and supporting schools on admissions and appeals, parental complaints, application of CES contracts and personnel guidelines.
Schools in difficulties	Fulfilling statutory role of Diocese in supporting schools with a notice to improve or in special measures. Arranging for temporary appointments in absence of key staff.
Premises	Helping schools to renew and improve their premises through government capital grants (LCVAP, PSPB2, etc); prioritising and monitoring the use of individual grants.
School inspection and evaluation	Arranging Section 48 inspections for all schools; recruitment and training of Section 48 inspectors; developing guidelines for school self evaluation.
School places	Liaison with local authorities on school organisation and the provision of Catholic school places. Maintaining a diocesan database on school rolls, Catholicity, ethnicity, performance.
Local Authorities	Representation of Diocesan interests at school reviews, Schools Committees, Scrutiny Committees, Admission Forums, Local Partnerships, SACREs, etc. Representing the interests of Catholic schools on Home School Transport.
National organisations	Representing diocesan interests with the CES, Southern Provinces, NBRIA, DfE, etc.
Pastoral Support	Working with the headteachers and governors to provide pastoral support. Implementation of Pastoral Care Policy and Support.

