

**DIOCESE OF ARUNDEL AND BRIGHTON  
EDUCATION SERVICE**

**JOB DESCRIPTION for DEPUTY DIRECTOR**

*The job description provided is illustrative and will be tailored to the successful candidate's skillset*

**SECTION 1**

<b>SERVICE:</b>	Diocesan Education Service
<b>HEAD OF SERVICE:</b>	Director, Diocesan Education Service
<b>LOCATION:</b>	DABCEC, Crawley
<b>JOB TITLE:</b>	Deputy Director
<b>SALARY:</b>	Negotiable-Depending on skills & experience
<b>QUALIFICATION:</b>	Good degree and teaching qualification and/or legal qualification
<b>POST ACCOUNTABLE TO:</b>	Director, Diocesan Education Service
<b>OTHER MAJOR CONTACTS:</b>	Governors, Headteachers and staff of schools, parents, clergy, Local Authorities and their advisory teams, Diocesan Education Advisers, Agencies and Committees, the Bishop and Trustees of the Diocese, officers of CESEW, staff in other diocesan departments and in other dioceses.

**SECTION 2: JOB PURPOSE**

- 2.1 To deputise for and assist the Director as appropriate in all aspects of the provision of an effective Education Service.
- 2.2 To contribute to the strategy, direction and development of the Education Service.
- 2.3 To co-ordinate the provision of professional advice and support to governors of Catholic schools, Headteachers and others in relation to education policy, the education system and its legal framework.
- 2.4 To develop, market, co-ordinate and manage a Service Level Agreement scheme for schools in the Diocese.
- 2.5 To lead and manage changing landscape in education. e.g. Academies, Teaching Schools, Free Schools, Standards.
- 2.6 To provide advice, guidance and support to Headteachers, governing bodies, clergy and diocesan colleagues on education legislation, policy and implementation.

### **SECTION 3: PRINCIPAL DUTIES**

#### ***Diocesan Education Service Strategic Planning and Consultation***

- 3.1 To contribute to DES policy development, including leading on the development, dissemination and monitoring of the Diocesan Education Service's Strategic Development Plan.
- 3.2 To manage or contribute to particular projects included in the Strategic Development Plan.
- 3.3 To support a programme of performance management and appraisal in the DES.
- 3.4 To support DES consultations with clergy, schools and governors on Educational matters.
- 3.5 To lead and manage local issues relating to school re-organisations, including establishment of New Schools, Academies, and any other Government initiatives.

#### ***The Diocesan Interest***

- 3.6 To be an officer of the Diocesan Education Service, responsible with the Director for the implementation of the policies of the Bishop, Diocesan Trustees and the Diocesan Schools Committee.
- 3.7 Where appropriate, to represent the Director and the Diocesan Interest at:
  - contact meetings with LA elected members
  - contact meetings with LA senior officers
  - Local Authority termly review meetings concerning school standards
  - Local Authority Scrutiny Committees
  - any meetings between schools and local authorities with issues relating to school provision
  - the Catholic Education Service of England and Wales (CESEW)
  - meetings of the Southern Provinces
  - DSC conferences
  - Department for Education (DfE)
  - Higher Education providers' liaison meetings and recruitment initiatives.
- 3.8 To contribute to the maintenance and development of good quality communication links between the Diocese and its schools by:
  - providing professional advice, guidance and support to Headteachers, governing bodies, clergy and diocesan colleagues on education legislation, policy and implementation;
  - where required to represent the Director at senior appointments.
- 3.9 To participate in regional and national level discussion on Catholic Education strategy and policy.

#### ***General***

- 3.10 To liaise where required with other Diocesan departments.
- 3.11 To co-ordinate major projects as and when necessary.

- 3.12 To participate where necessary in line management and professional development responsibilities of the Diocesan Education Service.
- 3.13 To undertake such other duties as may reasonably be required by the Director and to work as a member of the Education Service.

#### **SECTION 4: QUALIFICATION, EXPERIENCE AND SKILLS REQUIRED**

The post holder should be able to demonstrate:

- 4.1 their personal commitment to the church's responsibility for the common good and a clear understanding and commitment to Catholic Education;
- 4.2 the ability to establish effective working relationships and interpersonal skills - especially with governors, Headteachers, local and central government officers, officers of CESEW and other related professionals and office colleagues;
- 4.3 some knowledge of the obligations of Canon Law and Charity Law;
- 4.4 some knowledge of Trust Deeds;
- 4.5 experience as an effective manager;
- 4.6 a detailed knowledge and understanding of education policy, the education system and its legal framework within the context of Catholic Education;
- 4.7 a fundamental understanding of the importance of Religious Education and collective worship, and the development of spirituality in our Catholic Schools;
- 4.8 experience in the planning and delivery of training;
- 4.9 appropriate administrative experience, ability in computerised data handling and appropriate keyboard skills;
- 4.10 appropriate experience or understanding of the Catholic Education system;
- 4.11 effective communication skills including the ability to articulate a vision for Catholic Education;
- 4.12 the ability to read and present key points from documentation;
- 4.13 computer-literate with good word-processing and presentation skills;
- 4.14 the ability to work on his/her own initiative when required;
- 4.15 good organisational skills with the ability to prioritise;
- 4.16 other appropriate skills, e.g. planning, formation and implementation of policy, effective written and oral communication.

## **SECTION 5: NOTES**

- 5.1 The post holder will be a practising Catholic.
- 5.2 The post holder should be willing to undertake training when required.
- 5.4 The post holder will have an office base in DABCEC, Crawley, but should expect to spend time travelling to schools or parishes; the post may require work both in the evenings and at weekends.
- 5.5 The post holder will be expected to provide her/his own transport.

## **SECTION 6: TERMS AND CONDITIONS**

including salary are advised separately.

<b>Person Specification for Deputy Director, Diocesan Education Service</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good degree	✓	
Further degree or management qualification.		✓
Ability to drive – current valid licence.	✓	
<b>Knowledge / Expertise</b>		
Up-to-date and detailed knowledge and understanding of education policy, the education system and its legal framework.	✓	
Knowledge of the obligations of Canon Law and Charity Law.		✓
Evidence of contributing to national, regional and local initiatives.		✓
<b>Experience</b>		
Experience of Catholic Education, policy, practice and implementation.		✓
Understanding and experience of the role of the Mission of the church in Catholic Education.	✓	
Experience of good practice in the planning and delivery of training.		✓
Successful experience at a senior level:		✓
- managing budgets and deploying resources;		✓
- successful experience of the monitoring and evaluation of impact;		✓
- leading and managing teams effectively in targets and priorities;		✓
- working strategically and collaboratively with a range of partners.		✓
<b>Skills / Competencies</b>		
Excellent written, oral and interpersonal skills, with the ability to influence, negotiate and establish credibility with clergy, headteachers, governors and other leaders in educational settings.	✓	
Excellent presentation skills.	✓	
Ability to read, summarise and present key points from documentation.		✓
Secure and confident when addressing a range of internal and external audiences, including school leaders, Chairs of Governors and clergy.	✓	
Ability to acquire, interpret and disseminate appropriate research and legislation relating to school leadership and the improvement of learning.	✓	
Ability to engage others in problem-solving and to develop and implement creative and innovative solutions to complex and sensitive problems.		✓
Ability to understand the roles and issues facing leaders in school.	✓	
Ability to inspire and provide vision, direction and support to individuals and the team, helping to promote an environment of creativity and innovation.		✓
Ability to work in a small team.	✓	
To introduce and promote new ideas and relate them to the DES Strategic Development Plan.		✓

Computer-literate with good word-processing skills.		✓
Good organisational skills with the ability to prioritise.	✓	
Other appropriate skills, e.g. planning, formation and implementation of policy.	✓	
<b>Values / personal Attributes</b>		
Practising Catholic with a clear understanding of the Church's Mission in Education.	✓	
Drive, energy and self-management skills. Ability to manage own work- load, to prioritise and work autonomously. Commitment to own professional development.	✓	
Able to pay close attention to detail, work under pressure and meet tight deadlines.	✓	
A commitment to equality of opportunity and the benefits of diversity.	✓	