Job Description:   
**Deputy Director of Education**



**Job Purpose:**

To support and deputise for the Director of Education (DDE) in leading, managing and co-ordinating the work of the Diocesan Board of Education. To include supporting the DDE in providing effective services to schools, acting as an ambassador for the diocese and managing the day-to-day organisation and related work of the Education Team.

The management of all matters relating to school sites, land, buildings and estates whilst ensuring that the Trustees assets remain protected. This also includes management and oversight of the delivery of School Condition Allocation (SCA) funding for the Diocese of Hereford (c£1,000,000), delivery of the capital programme and compliance with statutory duties. Where appropriate, as the lead diocese in a pooling arrangement with other dioceses, oversee the effective spend and reporting for SCA.

To lead the management, training and compliance of governance and admissions for maintained and academy schools, including those within multi-academy trusts.

**Accountabilities:  
Strategic Leadership**

* Deputise for the DDE in all aspects of work.
* Represent the DDE and diocese at meetings as required.
* Actively contribute to the development and implementation the Education Team strategy.
* Ensure effective communication and collaboration, which enhances the value that the DBE brings to its schools and academies.
* Contribute to further developing a team culture of high performance.
* Take responsibility for local policy development and implementation, that is in line with national expectation, and ensure they are understood and shared with school leaders, governors, clergy and other diocesan partners through effective training and support.
* Establish a high level of credibility and professionalism and manage strong working relationships with internal and external partners/organisations.
* To maintain effective contact with our church schools and academies - developing, sustaining and enhancing their relationship with the Diocesan Board of Education.
* Contribute to the work of the Diocesan Board of Education and attend board meetings.
* Be the responsible officer for the Consents Sub-Committee and Schools Conditions Allocation Committee.
* Support the DDE in the presentation of reports to the DBE.
* Where appropriate and as directed, represent the Diocesan Board of Education nationally, and on regional and local bodies, to ensure that the board is kept abreast of new directives and legislation and involved in new initiatives.

**Business Development**

* Provide high quality advice, support and training for headteachers, other staff, governors and clergy on aspects pertaining to specified work.
* Contribute to the ongoing enhancement of the programme of school/academy based support delivered by the Education Team
* Support the management, marketing and delivery of the annual partnership agreement offers.
* Create tenders for specific appointments.

**Finance**

* Monitor income and expenditure for the Education Team budget and provide reports and updates to the DDE and DBE.
* Maintain and update all Charity Commission returns/information for the DBE.

**Land & Buildings (school sites)**

* Manage the diocesan School Condition Allocation capital programme and associated reporting functions
* Act as the lead diocese, report capital project expenditure for dioceses with a pooling agreement.
* Train and support schools on Good Estate Management.
* Advising trustees, governors and headteachers of their responsibilities in respect of the land and building assets.
* Work with local authorities to ensure all statutory transfers are in place and correct.
* Prepare and present reports to the Diocesan Board of Finance on matters relating to church schools’ sites.
* Representing the diocese on national working groups: new school builds, free schools, Land and Building Collection Tool and net zero carbon.
* Representing the diocese and its schools on local capital boards and safeguard the interests of such.
* Work with all parties on academy conversion, ensuring Church Supplemental Agreement is in place and the Model Article of Association are in place and adhered to.

**Governance and Admissions**

* Clear understanding of school and trust governance and admissions policy and arrangements in order to support, advise and train schools on compliance and to provide updates of changes in legislation.
* Ensure that changes to Voluntary Aided and trust admissions are shared, scrutinised and approved by the DBE.
* Act as Company Secretary for DHET Ltd including liaising with trust members and directors and, where necessary, interviewing new appointees.

**Communication**

* Effective communication with team members through written visit records, verbal updates so as to ensure all aspects of work are recorded in a timely fashion and can be supported by others in their work.
* Ensuring the Education pages of the diocesan website are up-to-date and accurate.
* Maintain the highest standards of confidentiality with regard to school and inspection information.
* Maintain electronic file storage of all documents relating to the role.

**Generic Responsibilities**

* To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training/development activities and to keep abreast of current developments in church school education.
* Attend in person inspection for Ofsted and SIAMS.
* To foster strong and effective relationships with all schools and multi-academy trusts within the diocese.
* To receive and respond to incoming enquiries and telephone calls – dealing promptly and courteously with enquiries.
* To undertake as requested other duties as may reasonably be expected.

Executive Director of Education

Business and Governance Officer

Education Development officer

**Deputy Director of Education**

**Special Features**   
**Dimensions**

The Education Team provides support to a family of 78 church schools and academies across the four local authorities within the Diocese of Hereford. Team members work to ensure that school leaders uphold the requirements of their school’s foundation whilst developing the Christian vision, distinctiveness and effectiveness of provision in each school.

Manage the School Condition Allocation for the diocese.

Support the monitoring of the Education Team budget.

Manage and promote Net Zero Carbon in church schools and be responsible for liaising with relevant diocesan teams and external partners in applying for associated funding.

Be responsible for ensuring that schools and academies understand statutory requirements relating to trust and school governance and admissions.

**Key Relationships**  
**Internal:** Diocesan officers, Bishops’ Offices, Archdeacons’ offices, Clergy, Diocesan Secretary, DBF Finance & Property

**External**: Headteachers, Governors, School Business Managers, Local Authorities, Diocesan Multi Academy Trust (Diocese of Hereford Multi Academy Trust ), Standalone Academy Trusts, other Multi Academy Trusts within this Diocese, Department for Education, Schools Financial Support and Oversight , Church of England Education Office, National Society for Education, Regional Schools Commissioner, Principal Designers, Contractors ,Consultants, Members of DBE (Diocesan Board of Education), Directors of Diocese of Hereford Educational Trust (DHET), Church Commissioners, Solicitors and Diocesan Registry

**DBS**  
Given the nature of the role an enhanced DBS check is required.

**Organisation Chart**

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**Qualifications & Experience**

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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| **Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)** | Degree or relevant professional qualification  Evidence of continuous professional development | Professional management qualification  Finance/Project Management experience |
| **Type of Experience required** | A successful record of working within education management in any or all of the educational, public, private or voluntary sectors.  Track record of success of senior leadership and strategy development within a comparable organisation  Experience and understanding of key issues in the education sector in relation to finance, property, procurement, contracting, governance, admissions.  Experience of efficient and effective budget and resource management.  Proven success of developing effective partnerships    Experience of working with or advising schools on key aspects of their work  Ability to analyse and report on financial data  Well-developed strategic planning skills  Proven track record of developing business or development plans and managing new initiatives    Ability to prioritise, plan and organise and analyse complex information.  Excellent organisational skills and good time management.  Strong negotiation skills and the ability to work with others through strong and respectful relationships.  Excellent ICT skills including Microsoft Office: Word, Excel, PowerPoint and other data systems.  Project Management experience.  Knowledge of schools/academies statutory responsibilities in relation to sites, governance, finance. | Understanding of education legislation  Legal understanding of academies and conversion process  Experience of managing capital programmes  Experience of charity and company law. |

**Competencies**

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| **ESSENTIAL** | **DESIRABLE** |
| Ability to lead and inspire others.  Excellent communication and inter-personal skills.  Professional approach with the skill and ability to develop positive working relationships.  Integrity, reliability and trustworthiness  Ability to foster a collaborative and supportive work environment.  Flexibility with a willingness to embrace change  Commitment to the highest standards and finding solutions.  Ability to deal sensitively with confidential issues.  Self-motivated and able to think creatively and innovatively to generate ideas/solve problems  Confident with dealing with a variety of stakeholders.  To ensure meticulous attention to detail both personally and within the team.  Ability to multi-task, plan and prioritise in a busy working environment.  Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.  Ability to work flexibly to meet the demands of the post.  Willingness to work outside normal working hours on occasion  Sympathetic to working with people of faith and the ethos of the Church of England. | Understanding of the Church of England and current issues within education in schools and academies |