JOB PACK

Deputy Diocesan Director of Education

JUBILEE HOUSE
Diocese of Southwell & Nottingham

GROWING DISCIPLES
COMPASSION CONFIDENCE COURAGE

THE CHURCH OF ENGLAND
Diocese of Southwell & Nottingham

VISION & ROLE PROFILE

VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. Watch our vision video here.

ROLE PROFILE

The Church of England Vision for Education is rooted in John 10.10, 'I have come that they may have life in all its fullness'. It seeks the flourishing of every child, adult and church school community. This aligns with the Diocesan Vision of Living Hope.

The role includes the following priorities:

- Support the fulfilment of the Church of England Vision for Education and the Diocesan Vision of Living Hope.
- Work with and support the Diocesan Director of Education.
- Be an advocate for, and role model of, Christian (Christlike) leadership.
- Build and maintain trust and quality relationships, thereby enabling other priorities to be effective.
- Provide professional, spiritual and pastoral support, including noticing when people are not thriving and helping to create the conditions for them to flourish.
- Train and guide church school headteachers and senior leaders.
- Evaluate and monitor the effectiveness of Church of England schools and academies, in the fulfilment of their Christian vision and impact.
- Where difficulties or challenges are identified, lead on the provision of responses and solutions.
- Play an active role in the recruitment of church school headteachers.



JOB PROFILE

Title	Deputy Diocesan Director of Education
Reports to	Diocesan Director of Education
Location	Jubilee House Southwell
Basis of employment	Full-time permanent
Salary	Grade 2: £57,280 to £60,433 (depending on skills and experience)
DBS check required?	Yes
Special Conditions	There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England
Date written / updated	October 2026

KEY RELATIONSHIPS

- The Diocesan Board of Education.
- The DDE and other members of the Diocesan Education Team.
- Church Multi-Academy Trusts (the Salt & Light Partnership).
- Headteachers, senior leaders and governors in church schools and academies.
- Representatives and officers of the LA, DfE, SIAMS and Ofsted.
- Colleagues and teams within Jubilee House, especially Discipleship & Ministry and Comms.
- The National Society for Education.
- Clergy.
- Other key stakeholders.

MAIN ACTIVITIES AND RESPONSIBILITIES

- Work alongside the Diocesan Director of Education.
- Serve the Diocesan Board of Education as required, including attendance at board meetings.
- Provide professional, spiritual and wellbeing support for church school / academy leaders.
- Establish and support crucial messaging to schools/academies including the accessibility of the Education Team, its role in helping not judging, inviting early information so that intervention can be timely and upholding the concept that 'once a church school always a church school'.
- Lead a workstream, central to the alignment of the CofE Vision for Education and the Diocesan Vision, to develop engagement between churches and schools. To include relational links with clergy and school leaders; regularly updated audit, QA and response; liaison and advocacy for improvement; sharing of good practice; strategic discussion and negotiation with the Discipleship & Ministry team.
- Plan and organise MAT leadership conferences, in partnership with the DDE.
- Line-manage School Chaplains.
- Develop and maintain systems for monitoring the effectiveness of schools and academies across the Diocese, including the analysis of performance data and school inspection reports, and report annually to the DBE.
- Collate and use performance data, Ofsted reports, SIAMS outcomes, qualitative feedback, observational insights and professional judgement, identify schools and academies needing support, including the specific areas for development that are needed.
- Where required, ensure that appropriate support arrangements are put in place by coordinating and monitoring solutions such as, for example, temporary leadership, school to school support, identifying appropriate school improvement partners or utilising the skills of the Diocesan Education Team.
- Working with other members of the Education Team, keep under review and update the Education Team's training, CPD offer and SLA, taking into account the changing educational landscape and new levels of support required by schools.
- Contribute to the training offer by providing bespoke training where required.
- Lead and support a network of School Improvement Leads and Inclusion Leads across the Salt & Light Partnership.
- Co-ordinate and lead the Diocesan Primary Headteachers Network.
- Mentor (or arrange mentoring for) headteachers as appropriate, especially those recently appointed.

- Keep abreast of legislative changes and professional development initiatives related to education / school improvement, disseminate information and assist others in their implementation.
- Develop and maintain partnerships with the Salt & Light Partnership, other dioceses, universities, the Local Authority and DfE.
- Build and maintain effective networking and sharing of good practice, including schools, academies and Church Trusts.
- Share membership of Church MAT boards and/or S&LP Faith Committees with other members of the Diocesan Education Team.
- Work with governing bodies and/or Church Trust boards as required.
- Play an active part in the recruitment of church school headteachers, including the upholding of Church of England criteria.
- Lead and strive to ensure that succession planning is effectively supported and developed across the Diocese family of Church schools.
- Maintain and use understanding of the OFSTED and SIAMS inspection frameworks.
- Undertake such other duties as may be agreed with the Diocesan Director of Education.



PERSON SPECIFICATION

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- A practising Christian (an occupational requirement).
- Passionate commitment to the Church of England Vision for Education and the Diocesan Vision of Living Hope.
- Qualified teacher status.
- Relevant, up-to-date experience in the education sector, including at least five years in a senior leadership role.
- Strength in building relationships, including interpersonal skills, empathy, compassion and offering challenge well.
- Understanding of the opportunities and complexities of school life.
- Ability and willingness to journey alongside those in difficult circumstances.
- Communication and training skills, orally and in writing, to individuals and large audiences.
- Creativity.
- Decision-making and problem-solving.
- Organisational skill including meeting of deadlines.
- Ability to work on own initiative and as part of a team.
- Ability to balance workload and prioritise.
- Wisdom.



TERMS OF EMPLOYMENT

Work pattern	Deputy Diocesan Director of Education
Salary	Grade 2: £57,280 to £60,433 (depending on skills and experience)
Pension contribution	Employer contribution of 10%
Annual leave	25 days + bank holidays and 5 company-wide discretionary days
Probation	6 months
Special Conditions	There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England



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