



JOB TITLE:	Deputy Director of Education
LOCATION:	The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
GRADE:	Grade 11
REPORTING TO:	The Diocesan Director of Education (DDE)

PURPOSE OF JOB

Provide strategic leadership for the development of standards and Christian distinctiveness in Church of England schools and academies across the Diocese of Rochester.

Be responsible for the implementation, delivery and monitoring of national inspection frameworks for all Church schools and academies within the Diocese of Rochester.

Provide support, advice, guidance, training and challenge to Church of England Schools and Academies in all key stages from Early Years through to Year 13.

Be responsible for the review of the Diocesan guidance over school admission arrangements, to provide appropriate training and to review schools' and academies' individual policies in line with the statutory and Diocesan guidance.

Be responsible for the review of the Diocesan guidance over the composition of school governing bodies and to liaise with stakeholders over Instruments of Government and the appointment of Foundation governors.

Be responsible for the review of the Diocesan guidance over Church School Admissions Arrangements.

Liaise with Church schools and academies in formulating, producing and overseeing the Board of Education's training programme for Church schools and academies.

PRINCIPAL ACCOUNTABILITIES

1. Work closely with key stakeholders to ensure the development of standards and Christian distinctiveness in Church of England schools and academies across the Diocese.
2. On behalf of the Diocesan Board of Education to act as the conduit between Church schools and academies and the Church of England Education Office in relation to the Statutory Inspection of Anglican & Methodist Schools.
3. Take strategic responsibility for the CPD and training sessions for Church schools and academies including the management and monitoring of staff and external trainers who lead the sessions.
4. Advise and guide Church schools on the changing requirements of the SIAMS Inspection process and provide support for self-evaluation processes to aid improvement.

5. Represent the Director of Education for the appointment and induction process for Senior Leadership posts within Church schools and academies including Headteachers and Principals
6. Lead and manage a range of key events and Diocesan wide projects for Church Schools including the Church Schools' Celebration, an annual education service for Church schools and academies and other events as required.
7. Attend or appoint substitutes for the Standing Advisory Councils for Religious Education (SACRE) in the four local authorities of Bexley, Bromley, Kent and Medway and ensure that the views of the Church of England and the RDBE are represented on these bodies.
8. Attend LA / Trust meetings (Schools Causing Concern, review meetings and IEB meetings)
9. Administration of Ofsted Inspections and attendance at Ofsted feedback meetings for Church schools and academies
10. Liaise with members of the clergy, lay workers, parishes, LAs and Diocesan Officers, including Education officers from other Dioceses to enhance the work of the RDBE. Including but not limited to contributing to the training of Curates, and the organisation of curate placements.
11. Assist in the management and allocation of tasks to the team of Associates and School Improvement partners and where appropriate the recruitment of associates
12. Advise on content for the DBE website.
13. Work as part of the RDBE team, representing its needs to schools and academies under the direction of the Director of Education. To deputise for the Director of Education and represent the RDBE on occasions when the Director of Education is unable to attend.
14. To act as the lead officer for the School Effectiveness Committee preparing and delivering reports to that committee and to the Board of Education meetings.
15. Maintain professional development and current knowledge on policy, guidelines and recommendations for schools and academies.
16. To liaise with relevant partners, within and beyond the diocese to drive forward the RDBE's work on justice across our schools, including Racial Justice and Net Zero.
17. To assist in the formulation, operation, management and control of the budget allocation in relation to the areas outlined above. To monitor progress and evaluate the impact of such strategies and report the findings to key stakeholders.

SKILLS AND EXPERIENCE

- Experience as a senior leader in primary and / or secondary education with proven ability to instigate and lead change in a positive way
- Educated to degree level with the ability to think theologically
- Excellent knowledge of the requirements of Ofsted and SIAMS inspection framework
- Proven experience in delivery of accurate, high quality work and reports to deadlines and to required standards
- Strong project management and administrative skills with the ability to remain motivated under pressure
- Excellent standard of written and verbal English with the ability to build relationships and communicate effectively at all levels both within and outside of the organisation
- The ability to apply current educational legislation and developments within all areas of work
- Able to support the Diocese of Rochester – Called Together principles and uphold the teaching and the current guidelines of the Church of England.
- This role will require an enhanced DBS check

The post holder will be a public face of the diocese and so it is considered there is a Genuine Occupational Requirement (GOR) for the post holder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance.

The Diocese is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

The role will require the post holder to travel throughout the diocese – and to use digital platforms - often in the evening and at weekends.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.



Adaptability – The ability to adapt one’s behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.