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|  | **Assistant Director of Education – Governance and School Organisation**  **Education team** |
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With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 areas, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull; towns such as Middlesbrough and Selby; rural areas including the North Yorkshire Moors National Park; and the incomparable Yorkshire coast. We are a family of clergy, churches, parishes and schools, led and guided by the Archbishop of York, Stephen Cottrell.

Together, we strive to be a people who are “Living Christ’s Story”. We are developing and delivering strategic programmes focused on our goals: Becoming more like Christ; Reaching those we currently don’t; Growing churches of missionary disciples; and Transforming our finances and structures. We want to be a simpler, bolder, humbler church, which in its diversity reflects the communities it serves.

Our mission and ministry relies on relies on thousands of people - lay and ordained, volunteer and paid. Our diocesan teams provide a wide range of support services, including teams who support the development of our mission and ministry; our Education team working closely with Church schools; and our support functions such as Safeguarding, Property, Finance, and Communications.

**The Education Team**

The Diocese supports Church of England academies and schools located in seven local authorities between the Humber and the Tees. The role of the Diocesan Board of Education (DBE) is to promote education consistent with the faith and practice of the Church of England throughout the Diocese, with specific responsibilities for supporting Church schools and academies and their governors. In order to do this effectively, it works with a wide range of bodies and organisations (including parishes, other dioceses, local authorities, Multi Academy Trusts (MATs), Teaching School Hubs, the Department for Education and the national Church of England Education Office) on any matter affecting Church schools and academies, their performance, their Christian vison and ethos and their buildings.

The Diocese is also a member of DBE Services Ltd, a company formed by a group of northern dioceses for the marketing of educational services. This too extends the capacity of the education team to support school development and offers opportunities for members of the team to work collaboratively with professional colleagues from other dioceses on an ambitious range of projects and initiatives.

The diocesan education team is currently made up of full- and part-time officers, who also work regularly with other educational partners. A significant amount of support for schools is delivered through our Service Level Agreement (SLA), which was introduced in 2008 and has proved to be very popular with a high level of take-up from schools: 122 of our 123 schools and academies have joined the current scheme. As a provider of schools and academies, the Diocese is increasingly held to account for their standards, so the shape of the team is continually evolving to ensure that it includes significant expertise in the field of Church school governance and organisation.

In aiming to provide timely support for our schools and academies, the remit of the education team includes:

* having a pastoral concern for the staff, governors and pupils of the schools and academies;
* providing professional advice and assistance in the areas listed within our Service Level Agreement;
* brokering school improvement services and signposting school leaders to wider health and well-being support as required;
* delivering the services listed within the Service Level Agreement upon request to a high professional standard;
* responding promptly and courteously to requests for assistance;
* acting with discretion and safeguarding confidentiality;
* being responsive to individual schools and their distinctive ethos;
* acting with integrity and in accordance with Christian beliefs and values;
* promoting at all times the Church of England foundation and Christian ethos of the school.

**Job Description**

***Overview***

* To provide guidance and support in delivering and maintaining the Church of England’s Vision for Education to our schools and academies.
* To support the work of the Diocesan Board of Education (DBE), the Diocesan Director of Education (DDE) and the Directors of the Diocese of York Educational Trust (DYET) in providing strategic leadership that promotes educational excellence in the context of Church schools and academies.
* Actively engage with the Church of England Education Office, national and regional Diocesan governance and admissions groups, colleagues from other Dioceses, Department for Education and local authority partners and others as appropriate to support and develop the work of the DBE and DYET.
* To be the lead officer for, and report to, DYET, including agenda and minuting arrangements, and make presentations to the DBE and other committees as appropriate.

***Support for Diocesan Director of Education, DBE, DYET, and DBE committees***

* Support the DDE, DBE (and its committees) and DYET in delivering the DBE’s vision for its schools and academies, supporting in particular with matters of policy and practice linked to governance.
* Support with constitutional matters linked to the operation of the DBE and its committees (e.g. advice on the DBE Measure (2021), Scheme and terms of reference) and acting as Company Secretary of DYET.
* Support work and operation of DYET, acting as its lead officer, responsible for supporting agenda setting, provision or reports, minuting, appointments, induction and training and other administrative arrangements.
* Represent the DDE/DBE/DYET on bodies/committees as requested.
* School System Collaboration and Organisation
* To work with the DDE and DBE in providing strategic leadership for the planning and structural development of Church of England schools and academies and MATs.
* Support the DDE, DBE and DYET in strategic planning relating to academisation and other forms of collaboration, including input into Diocesan academisation strategy and supporting decision making.
* Encourage schools and trusts to collaborate within structures that support and protect the Church of England (CE) foundation of CE schools, including academy, federation and confederation arrangements.
* Provide guidance, advice and support to CE schools considering academisation, federation or confederation and those developing or reconstituting trust structures to take on responsibility for CE schools.
* Manage the academisation process from the Diocesan perspective, including ensuring CE school protections are in place in the governance arrangements, liaising with the schools, trusts, site trustees, the Department for Education and Diocesan solicitors as required.

***General governance support***

* Support schools in delivering and maintaining the Church of England’s Vision for Education.
* Provide strategic leadership for the recruitment and appointment of foundation governance appointments in maintained schools and at all levels in academy trusts (local governors, trustees/directors, members), working with the Education Team Administrator.
* Ensure clear processes and guidance in relation to the Diocesan role and requirements for governance in CE schools and academies are in place and operating effectively.
* Provide ongoing Church school specific governance information, guidance, advice, training and support to school and academy trust leaders and those involved in CE school governance.
* Monitor and support the effectiveness of governance in CE schools and academies across the Diocese, including the sharing of best practice and encouraging collaborative working.
* Review and advise on proposals for governance and organisational change as appropriate in school and academy contexts.
* Where required, serve as a governor/local governor in a maintained school/academy, or a member/member representative, director/trustee of an academy trust.
* Advise on/respond to consultations relevant to governance as appropriate.

***Admissions***

* Provide guidance, advice and support in relation to CE school admissions where the school/academy trust is the admissions authority.

***General***

* Members of the education team often play an important role as a first point of contact for people with safeguarding issues, and as such all need to undertake appropriate training and be able to demonstrate the ability to relate to people across the whole social spectrum and to put people at their ease and demonstrate the ability to show pastoral sensitivity and tact where appropriate.
* This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.
* To attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
* To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
* To model a collaborative and professional approach to the role.
* To work in a confidential and sensitive manner at all times.
* To encourage good relationships with immediate colleagues, other staff and external contacts.
* To undertake such other duties as reasonably requested.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and / or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

**Person Specification**

*Essential*

1. Demonstrate a strong personal commitment to promoting education with a Christian purpose, and an understanding of the Church of England’s Vision for Education: Deeply Christian, Serving the Common Good.
2. Experience of working in the education sector, together with a degree or equivalent qualification, and a commitment to continued professional development.
3. Strategic leadership experience, including experience of leading training.
4. Sound understanding of developments in education, including around public policy and the growth of Multi Academy Trusts (MATS); and of principles around self-evaluation and school improvement.
5. Experience of the academies programme and an understanding of the role of governance in Church of England schools and academies.
6. The ability to research and interpret complex legislation, regulations and policy and present information clearly to a range of audiences.
7. Excellent written and verbal communication skills, including the ability to compile and present reports.
8. Able to influence and persuade; ability to relate well to a wide range of people including clergy, teachers, head teachers, governors, MAT colleagues, LA officers and pupils.
9. Good IT skills, including use of MS Teams/Zoom, Word, Excel, Powerpoint and an electronic diary system.
10. A flexible, can-do approach and a practical, strategic approach to problem solving.
11. Self-motivated, well-organised and resilient; able to work to a high standard with minimum supervision, within a team context.
12. Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.

*Desirable*

1. An understanding of education and charity law as it relates to school and academy structures and governance.
2. First-hand experience of governance especially within a schools context.
3. Experience of working in a commercial environment, particularly property, leases, and land held in trust.
4. Understanding of Church of England culture and structures.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate.

**Summary of Terms and Conditions**

Employer The York Diocesan Board of Finance (YDBF)

Line Manager Diocesan Director of Education

DBS Disclosure An enhanced DBS check is required for this post.

Probationary Period Appointments are subject to a 6-month probationary period.

Location The post is based at the Diocesan Office, Clifton Moor.

Hours The post is full-time, 35 hours per week.

The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England.

Salary An appointment will be made at Grade 3. Starting salary will be around £47-49k, depending on experience.

Pension The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount.

Holidays In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year.

Mileage A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. These will be remunerated at currently 45p per mile for the first 10,000 miles in accordance with Travel Expenses Policy.

*Non-contractual Benefits*

Employee Benefits We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.

Pastoral Care We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.