



Diocesan Director of Education

Appointment Pack
November 2024



Thank you for your interest in the role of Director of Education.

We believe that this is an exciting time to be working with church schools, as the Board of Education seeks to respond to the challenges of maintaining and improving the quality of the education for 29,000 children and young people across Bedfordshire, Hertfordshire and Barnet who are in education in our Church of England schools.

You will join a strong Education team within a very supportive Diocese, with the opportunity to bring further development to our schools and young people. At the heart of our work is to live out and to witness to the abundant love of God. If this could be you, we would be delighted to receive your application.

If you would like an informal conversation to help you in considering your application please either [contact me](#) or our Interim Director of Education, [Charlotte Johnson](#).

We look forward to hearing from you!

+ Richard Bedford.

Rt Revd Richard Atkinson, Bishop of Bedford
Chair of the Diocesan Board of Education

The Diocesan Board of Education

'Living God's Love in Education: Enabling Life in all its Fullness'

The Board of Education 'Lives God's Love in Education' through creative and innovative partnerships at local, regional and national level. Our distinctively Christian approach and commitment to ensuring communities are able to flourish sees us working alongside schools, statutory service providers and other organisations, 'enabling life in all its fullness'.

The Diocesan Board of Education's day-to-day work with schools is carried out by the Schools Team and is focused on enabling Church of England schools to flourish. For more detail related to the work of the Team, please visit our section of the diocesan website:

www.stalbansdiocese.org/schools/.

Our schools

The Diocesan Board of Education, as relevant religious authority, supports the 136 Anglican church schools in the Diocese of St Albans, covering six Local Authorities: Bedford Borough, Central Bedfordshire, Hertfordshire, Luton, the London Borough of Barnet, and Buckinghamshire. 32 of these schools are academies, and there are currently 5 Church of England multi-academy trusts in operation across the Diocese. Most of the schools are primary phase, with a further 7 secondary and 2 middle schools (deemed secondary). Together, approximately 29,000 pupils attend Church of England schools in the Diocese.

The Schools Team

The composition of the Schools Team is currently:

Vicki Barrière	Executive Assistant with responsibility for Academy Governance
Belinda Copson	Governance Adviser/School Reorganisation Lead (part time, 0.4FTE)
Ruth Garman	School Buildings Officer
Maggie Jarman	Admissions Adviser (part time, 0.4FTE)
Lizzie Jeanes	School Effectiveness Lead (part time, 0.4FTE)
Charlotte Johnson	Interim Director of Education (part time, 0.8FTE)
Ryan Parker	RE and Christian Ethos Adviser
Hannah Puddefoot	Schools Officer

The role of Director of Education is currently vacant, and recruitment will take place over the autumn term.

The Schools Team are assisted in their work by educational consultants who provide professional and pastoral support to schools through the diocesan service level agreement (SLA).

Job Description

Job Title:	Director of Education
Department:	Education
Accountability:	The Bishop of St Albans
Line Manager:	Chair of the Board of Education
Reviewed By:	Chair of the Board of Education
Date:	Autumn 2024

Job Profile

Purpose of the Role

'Living God's Love in Education: Enabling Life in all its Fullness'

(Strategic Plan 2024-27)

This is a key leadership and strategic role at the heart of the mission of the Diocese. Inspired by your own faith and experience you will champion a vision for Christian education that holds together the family of church schools within the Diocese - local authorities, Multi-Academy Trusts [both diocesan and school led] and Free Schools. The primary focus is to enable a thriving and safe Church of England education system, demonstrated by high-quality church schools in partnership with parishes and serving their local communities.

This will be achieved by:

- Ensuring that all pupils in all our church schools come first and are cherished as children of God.
- Ensuring the provision of high-quality statutory education in school communities characterised by a strong Christian ethos, including the promotion of new church schools that are at the heart of their communities, and which serve the common good.
- Providing leadership, advice and guidance to the St Albans Diocesan Board of Education (DBE) in the understanding of educational issues and in all aspects of strategic planning, vision, policy formation, implementation and evaluation.
- Providing strategic leadership for the Schools Team - analysing and preparing for future needs in the local and national context.
- Exercising a systems leadership role in education locally, regionally and nationally to ensure that the DBE is well respected and to further strengthen the family of church schools within the diocese.
- Liaising effectively with all stakeholders especially the Regional School, Commissioner's Office, Department for Education, OFSTED, Local Authorities, the National Society, neighbouring dioceses and other agencies to ensure the influence of the Church of England in developing high quality schooling locally and nationally.

Decision Making and Authority

Working with the Board of Education, the role has fully delegated responsibility and authority for the DBE's work with its 136 schools and the leadership of the Schools Team. The role is responsible, with the DBE Finance Group for setting, monitoring and reviewing an annual budget of £500,000, a VA Capital Works programme of c£2,000,000 and an investment fund valued at c£8,200,000. This includes responsibility for budget setting and management.

Key Relationships and Context

Internal

- The Bishop of St Albans and the Bishop's Senior Staff
- The Diocesan Board of Education (including Executive Group and Finance Strategy Group)
- Schools and Multi Academy Trusts (especially Headteachers, Chairs of Governors and CEOs)
- Key Diocesan Staff (e.g. Director of Mission and Ministry, Director of Finance, Director of Property)
- St Albans Cathedral Education Team

External

- Department for Education
- Regional Schools Commissioner
- Church of England Education Office
- Local Authorities (Hertfordshire, Luton, Central Bedfordshire, Bedfordshire Borough, Barnet and Buckinghamshire)
- Diocesan Directors of Education (especially in the Eastern Region)

Working Environment

This is a demanding senior leadership role which combines office work and field work and includes travel within the diocese on a regular basis and across the country on an occasional basis. There is no normal working pattern. It can involve representing the interests of the Diocesan Board in local, regional and national level meetings including government ministers and senior DfE officials including the Regional Schools Commissioner, senior national Church of England Officers, fellow Directors of Education, Directors of Children's Services and other Local Authority officers and elected members.

The role exists within a highly regulated and statutory framework. It includes acting as company secretary to DSAET, and, on behalf of the DBE, responding formally to statutory consultations relating to school closure, federation, amalgamation and merger; the establishment of Multi-Academy Trusts and the admittance of schools to Trusts; negotiation on areas such as land and estate matters within the remit of the DBE and defined by the DBE Measure 2021.

It is a highly accountable role responsible to Diocesan Synod through the work of the Diocesan Board of Education which is the statutory decision maker for all matters related to Church School Organisation within diocesan boundaries. Many decisions are time sensitive and could bring the DBE into disrepute if not actioned in a timely manner.

Duties and Key Responsibilities

This role requires substantial entrepreneurial and managerial flair, with hands-on educational experience and a commitment to and understanding of the church's mission. It is a large and very diverse role, and so the ability to think strategically, to act relationally and to delegate will be essential. It encompasses the worlds of education and the church to enable the delivery of excellent education with a distinctive Christian ethos in a fast-changing landscape. The role is both statutory and strategic, working with key stakeholders including church school leaders to deliver outstanding outcomes for the children in our schools.

Church Schools

Christian Distinctiveness

- Promoting positive relationships with all church schools and between schools in order to foster a sense of belonging to the diocesan family.
- Communicating the vision and values of the DBE, especially with head-teachers and governors, to promote and secure a distinctively Christian approach to education.

Raising standards

- Understanding the strategies that need to be put in place to support school improvement, particularly for those schools and academies in greatest need.
- Liaising with LAs and the DFE as required over particular schools
- Building further the contribution of the successful Service Level Agreement

Governors and Trustees

- Overseeing the arrangements for the appointment of foundation governors. Ensuring that governors receive appropriate support, training and advice.
- Attending governors' meetings as required.
- To support the work of the Diocese of St Albans Education Trust and of the Diocese of St Albans Multi-Academy Trust (probably by serving as a director)
- Ensuring excellent work on matters relating to school and academy trusts

Legislation

- Maintaining contact with the DFE, the Charity Commissioners, and the Board's solicitors on all legal matters.
- Keeping abreast of, and advising on, legislative and professional developments in education.

Admissions and Appeals

- Ensuring that church schools and academies admission policies are drawn up and implemented according to latest legislation.

Continuing Professional Development

- Ensuring the provision of quality training for heads, governors, staff and clergy, especially in relation to Collective Worship and RE.

Personnel Management

- Ensuring that advice is provided to Governing Bodies about head-teacher appointments.
- Ensuring quality headship appointments in all church schools and academies.

Building matters

- Ensuring a rolling programme of building work in Voluntary Aided Schools including repairs and maintenance.
- Negotiating the development of new schools, closures, federations and amalgamations.

Safeguarding

- Ensure the highest safeguarding standards, including training, across the team and the work of the DBE

Fulfilling the Church's Mission

- Working with other Diocesan bodies to ensure an integrated diocesan strategy for engagement with young people and children
- Keeping schools central to the mission strategy of the diocese so that the voice and creativity of children and young people are experienced and valued.
- Supporting and resourcing deaneries and parishes in their engagement with schools.
- Advising the Bishops on educational matters from the General Synod, National Society, DFE and LAs.
- Attending meeting of the Bishop's Council and Diocesan Synod and, as required, Bishop's Staff Meetings and any other bodies deemed necessary.
- Promoting and developing chaplaincy work in schools and academies, and, when resources permit, in Colleges of Higher Education.

Diocesan Board of Education

- With the Chair, developing and shaping the vision and structures of the DBE so that it can respond to the opportunities and challenges of the changing world of education.
- Helping to ensure the highest standards of governance.
- Overseeing the preparation of agendas and resources for meetings of the DBE and its committees.
- Attending all committees of the DBE and liaising with Chairs as appropriate.
- In partnership with the Officers of the Diocesan Board of Finance and the Finance Strategy Group ensuring that the finances and resources of the Board are managed effectively.

DBE Staff

- With the Diocesan Secretary, who has overall responsibility for personnel management in the Diocesan Office, leading and managing the staff team and coordinating their activities, including the implementation of DBE policies.
- Maximising the contribution of the team of experienced consultants.
- Taking responsibility for staff performance management and development.

Other links

- Ensuring the Diocese is represented on Local Authority Education Scrutiny and other Statutory Committees as appropriate.
- Representing the Diocese on a national and regional basis and at the National Society.
- Ensuring the DBE liaises with all other educational institutions in the Diocese which have a CofE Foundation.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of:
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Qualifications and Education

- Educated to degree level or higher

Values

- Prayerful and reflective Christian
- Missional
- Passionate about the flourishing of young people
- Relational, collaborative and emotionally intelligent
- Tenacious and resilient

Experience and Skills

- Substantial experience of working successfully at a senior level in education. This should include senior management responsibility within a school/academy, college or a local authority
- Excellent understanding and knowledge of the world of primary and secondary education, including the place and nature of Church of England schools
- Good knowledge of education processes and systems including Ofsted, SIAMS and governance
- An understanding of the governance of both Voluntary Aided and Voluntary Controlled Church of England schools
- An insight into and experience of school improvement in primary and secondary schools.
- Experience and/or knowledge of the Academy and Free Schools process
- Wide experience of leading and managing staff and a commitment to their development both as individuals and as a professional team
- A working knowledge of the law as it relates to education and the charity sector
- Financial literacy, planning and management skills including income generation
- Ability to write policy documents, reports and briefings
- A Christian, who will be fully committed to the aims of the Church of England
- Politically astute with excellent networking skills across the churches and in the 'public square'
- Ability to think strategically to provide vision and direction. Strong leadership skills with ability to inspire others
- Strong interpersonal and communication skills. Ability to negotiate and influence ideas and opinions
- Ability to work collaboratively, motivate and facilitate others, both employed staff and volunteers. Ability to work under pressure and to balance conflicting priorities
- IT literacy and competence
- Ability to manage risk effectively
- Full understanding of safeguarding and its requirements

Other

- Enhanced DBS clearance and commitment to complete all required safeguarding training
- Ability to travel extensively and flexibly (current driving licence and use of own car is essential)
- Willingness to work occasional evenings and weekends
- Eligible to work in the UK
- Not disqualified from serving as a director or charity trustee

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 380 churches and more than 300 clergy (of whom more than 250 are stipendiary). There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy, imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 136 church schools and academies in the diocese. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. This work is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

The following documents accompany this job pack:

1. DBE Strategic Plan 2024-2027
2. Recent DBE Minutes
3. DBE Accounts 2023

Terms and Conditions of Employment

- Salary:** A competitive salary of c. £86,000 per annum.
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a full time role of 35 hours per week; normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given. This is a senior position and you are expected to work reasonable hours to meet the needs of the role.
- Holidays:** The annual leave entitlement is 26 days per year plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be three months.
- Place of Work:** The post is based primarily at the Diocesan Office, with some home working. Attendance at the Diocesan Office is expected for a minimum of two days per week.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK and complete an enhanced DBS check before taking up the post.

This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form (both available on our website at www.stalbansdiocese.org/Vacancies) to the Diocesan Secretary (details below):

Closing date: **Monday 25 November, 12 noon**
Interviews: **Friday 13th December, in St Albans**
(online preliminary conversations Monday 9 December)

Submit via email: diosecpa@stalbans.anglican.org

or by post to: David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.