

## Llandaff / Monmouth Diocesan Boards of Finance

### Job Description and Person Specification

<b>Job Title</b>	<b>Head of Education</b>
<b>Salary Grade</b>	Head of Department band (gross full time salary 44,982 - 56,227) This is a full-time, permanent post
<b>Department</b>	Mission and Education
<b>Line Manager</b>	Director of Mission (Llandaff)
<b>Key Relationships</b>	Education Committee; Bishops' Leadership Team in Monmouth and Llandaff;; Headteachers and school staff; Children Youth & Family workers; Diocesan Clergy including Ministry Area Leaders; Provincial Director of Education for the Church in Wales; Lead Bishop for Education in the Church in Wales; Church-in-Wales Governance arrangements for education,, Local Authorities and Regional Educational Consortia
<b>Direct line reports</b>	Education support officer, identified project leads as appropriate
<b>Date of issue</b>	2 <sup>nd</sup> February 2024
<b>Closing date</b>	Applications to be received at <a href="mailto:recruitment.llandaff@churchinwales.org.uk">recruitment.llandaff@churchinwales.org.uk</a> by Wednesday 21 <sup>st</sup> February 2024 @12 noon.

Background and Purpose of Post
<p>Our Church Schools and our commitment to their pupils, governors and staff are an important part of our life as a diocese. Our hope is that, in our schools, pupils may flourish within an environment which nurtures and supports them, provides high quality teaching and learning opportunities and allows them to develop as young people, created in the image of God.</p> <p>Drawing on a rich inheritance of prayer, tradition, reflection and liturgy, our pupils are given the opportunity to explore their faith and, within a distinct Anglican ethos, to welcome, serve and cherish all members of their community, irrespective of their faith.</p> <p>The Head of Education will be responsible for leading this aspect of the dioceses' work and will make an important contribution to fulfilling the overall mission of the whole dioceses as articulated in the strategic visions. The candidate must have a vision for seeing the Kingdom of God grow through the whole church's involvement in education and ensure that high quality statutory education which expresses the Christian ethos is central to the Church's mission and ministry.</p> <p>The purposes of this post are to:</p> <ol style="list-style-type: none"> <li>manage the statutory and organisational issues for the 25 Church-in-Wales schools in the Diocese (3 Secondary, 22 Primary, within Bridgend, Cardiff, Neath-Port Talbot, Rhondda Cynon Taf, and Vale of Glamorgan LAs) and 15 Primary Schools (Torfaen, Newport,</li> </ol>

Monmouthshire) in the Diocese of Monmouth.

- b. develop the distinctive Christian character of Church schools in the Diocese of Llandaff and Monmouth, ensuring a context for high quality teaching and learning.
  - c. As part of the Diocesan Integrated Mission team continue to develop and implement a strategic vision for the provision and impact of Christian education, in the wider community of the Diocese, supporting relationships between Ministry / Mission Areas and Church schools.
2. To work in close partnership with the Dioceses' reaching out to all young people, including the Lead Children's Adviser, Engagement Workers and Church Army Evangelists, supporting relationships between clergy, worshipping community and local authority schools as well as the implementation of new projects and activities.

### Key roles:

- **Statutory/Organisational**

- lead the partnership between Monmouth and Llandaff Diocese for Education support
- report to the Joint Education Committee of the Dioceses of Llandaff and Monmouth
- provide guidance and support to Diocesan Church schools, enabling each school to develop clarity of purpose in its life, work and witness as a Church in Wales school in pursuit of the diocesan strategic vision *Faith Matters* and the Diocese of Monmouth vision *Faith in our Future*
- Promote the role of schools as mission fields, working in partnership with Diocesan staff, clergy and volunteers to deliver the Vision of each Diocese
- develop constructive relationships with relevant bodies including in particular; Welsh Government as required, Local authorities, Consortia and ecumenical partners
- support the Provincial team in its work across the Province by offering advice and support to ensure that Provincial initiatives are relevant and closely linked to delivery in schools at ground level
- provide initial and ongoing guidance and support to schools, governors and diocesan officers on statutory responsibilities, educational and curriculum developments
- provide support to schools and governing bodies on a range of issues including:
  - o Appointment of foundation governors
  - o Admissions policies and appeals procedures
  - o Section 50 inspections
  - o Appointment of senior staff
- liaise with Lead Bishop for Education in the Church in Wales, Provincial Director of Education and Church in Wales Advisory Council for Education
- Facilitate the Diocesan Headteachers' forum, planning appropriate agendas and training events
- Provide national and provincial updates to Headteachers and Governing Bodies
- Develop and maintain positive professional relationships with Head teachers and Chairs of Governors of Church schools
- develop a strategy for leadership development in schools working with accredited providers
- Encourage teaching as a vocation, in both Church and community schools
- Identify, develop and recruit committed leaders from Christian teachers in all schools
- Offer advice on financial matters/funding/grants (including CRAMP)
- Offer advice on inspections and post-inspection action plans and attend Governing Body feedback for Estyn
- maintaining a high profile for education, children and young people across the Diocese
- Visit schools, identify best practice, develop systems to transfer good practices
- Develop links with local SAC, WASAC
- Maintain high levels of confidentiality and act with integrity at all times

- **School Culture/Curriculum**

- To identify and engage skilled groups or individuals to create materials so as to support Church schools in delivering a vibrant curriculum, marked by excellence in teaching and learning and underpinned by explicit Christian values.
- to promote the development of high-quality Religion Values and Ethics Education, collective worship, and Church school distinctiveness
- **Supervise the work of the part-time Education Support officer in the following areas:**
  - Appointment process of Foundation Governors
  - Organising panels and timetables for School admission Appeals
  - Administrative support for Headteacher meetings/events
  - Administrative support for the Annual Year Six Leavers' services
  - Agendas/minutes of meetings
  - Correspondence with schools
  - Administrative support for training for school staff, governors and others on a variety of topics including admissions, governor induction and CRAMP funding
  - Administrative support for Land and buildings (including CRAMP applications)
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- **Additional support for schools:**
  - Curriculum support for RVE teachers
  - Supporting schools both during and after S50 inspections
  - Signposting Head teachers to resources and support materials
  - Specific school led projects to include Church in Wales identified projects

### Person Specification

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>▪ Education to a degree level in a relevant discipline</li> <li>▪ A current valid driving licence, use of a car and willingness to travel as needed</li> <li>▪ Enhanced DBS check.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Additional qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>▪ Professional experience, knowledge and understanding of church in Wales schools</li> <li>▪ Substantial and demonstrable success in a senior leadership position in an education setting</li> <li>▪ Evidence of developing school improvement strategies and raising standards in the quality of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leading and managing volunteers or ordained clergy</li> </ul>
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>• <b>Leadership &amp; Management Skills</b> <ul style="list-style-type: none"> <li>- Proven ability in strategic and people management</li> <li>- Ability to organise own work and prioritise effectively</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Technical Skills</b> <ul style="list-style-type: none"> <li>- Confidence and demonstrable ability to work in an advisory capacity</li> <li>- Ability to manage social</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Technical Skills</b> <ul style="list-style-type: none"> <li>- Excellent communication skills</li> <li>- Ability to support and contribute to self-evaluations and improvement planning</li> <li>- Ability to understand, interpret and explain the statutory requirements and give appropriate advice to schools and the diocese</li> <li>- High level of IT skills (particularly Word, Excel, PowerPoint)</li> </ul> </li> <li>• <b>Relationship Skills</b> <ul style="list-style-type: none"> <li>- Excellent inter-personal skills</li> <li>- Ability to demonstrate success in building strong, sensitive relationships at all levels, including heads, teachers, school staff and clergy</li> <li>- Demonstrable ability to build and develop partnerships with other stakeholders in education</li> <li>- Able to work with training providers to enhance the opportunities for our schools</li> <li>- Ability to maintain and develop professional links with DDEs across Wales</li> </ul> </li> <li>▪ Understanding of and willingness to act in accordance with key policies (H&amp;S; Safeguarding; Equal Opportunities, Data protection)</li> </ul>	<p>media platforms</p> <ul style="list-style-type: none"> <li>- Able to recommend appropriate resource and support materials for schools</li> </ul>
Personal Qualities	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>▪ A self-starter, confident at operating at a senior level and able to inspire trust and credibility with internal and external stakeholders</li> <li>▪ Supports the aims and mission of the Church in Wales in Llandaff and Monmouth Diocese</li> <li>▪ Committed to developing the Christian ethos and distinctiveness of our schools</li> <li>▪ Ability to impact change/deliver objectives through influence and indirect rather than direct control</li> <li>▪ Ability to be flexible with working hours</li> <li>▪ High expectations for excellence within Church schools</li> <li>▪ Commitment to maintaining own</li> </ul>	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>▪ Communicant member of the Church in Wales or of a church in communion with it</li> </ul>

	professional development <ul style="list-style-type: none"> <li>▪ Understand confidentiality and maintain high levels of integrity</li> <li>▪ Ability to speak Welsh or a willingness to learn</li> </ul>	
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## Terms and Conditions

**Location:** The Diocesan team works in a flexible pattern of hybrid working based at home, one of the Diocesan Offices, or such other place as the DBF may decide. In line with the principles of flexible working, the post holder may work from home when required. The post holder will be expected to reach every school, Ministry / Mission Area across the Dioceses, and the wider Province in connection with their duties. If the post holder intends to use a car they must hold a driving licence.

**Salary:** Diocesan officer band (starting at £xxxxx FTE gross salary. This is a full-time, permanent post (37.5 hours per week). The post holder will be eligible to join the contributory pension scheme. Expenses will be reimbursed in line with diocesan policy.

**Status of post:** Permanent (subject to a six-month probationary period).

**Hours of work:** The post holder will be expected to work flexible and unsocial hours, including occasional weekend and evening work. Overtime is not payable but an equivalent amount of time off in lieu may be taken.

**Leave allowance:** Full time equivalent leave allowance is 23 days per annum plus Bank Holidays, rising by one day per annum to 28 days. Leave allowance for this post will be pro rata according to its full-time equivalence.

**Administrative support:** The role is supported by a part-time Education Support Officer with access to the general central administrative support in the Dioceses.