



Diocese of Westminster

Job profile

Deputy Director for Leadership and Governance

Location:

Vaughan House, 46 Francis Street, London, SW1P 1QN

Reporting to:

The Director of Education

Job Purpose:

Lead on strategies to invest in and develop high quality leadership and governance throughout our schools

Principal duties and responsibilities

Supporting the Diocesan Vision for Education:

- Celebrating all aspects of leadership, governance and to promote Catholic Education.
- Lead and implement strategies to support the recruitment and formation of leaders and Foundation Governors and Directors who are representative the diverse communities we serve.
- Ensure a sustainable programme to support leadership development and high-quality leadership candidates to fill vacancies as they occur across the Diocese.
- To coordinate the response to safeguarding concerns in diocesan schools raised with diocese.
- Lead on strategies to invest in and develop high quality leadership and governance throughout our schools.
- Actively support and contribute to the development of the Diocesan Academy Programme.
- Represent the Education Service on diocesan, local, national committees, conferences and working groups in relation to school leadership and governance.

Support for the Diocesan Education Service:

- Deputise for the Director in all aspects of work managed by the Education Service as required.
- Contribute to the strategic direction and development of the Education Service to help ensure excellence in all aspects of the work of the Education Service.
- Maintain strong partnerships with other agencies and organisations as required to support the work of the Education Service
- Advise the Director on the developments at national level on all aspects of leadership and governance.
- Provide training and updates for the use of CES employment, leadership and governance policies.
- To line manage the work of staff in the area of governance appointments and oversee their appraisal.

Provide advice and support on aspects of education to clergy, governors, parents, teachers and other school staff in line with Education Service policies.

Support for Diocesan Schools and Colleges:

- Build strong partnerships with leaders at all levels to further enhance Catholic Education.
- Provide advice and support to monitor, review and evaluate policies, in relation to leadership and governance, including the recruitment and appointment of Foundation Directors and Foundation Governors.
- Support school leaders and governors with initial HR advice, signposting services for extended support, and managing complaints.

- Provide training, development and support for governing bodies on areas including appointments, admissions, and safeguarding.
- Coordinate representation at senior appointments and provide training for governors to prepare for appointments.

<u>Job title:</u>	Deputy Director for Leadership and Governance
<u>Contract Type:</u>	Full time, permanent (subject to successful completion of probationary period) although flexible working (0.6 FTE or above) would be considered for a suitably qualified candidate.
<u>Salary:</u>	Competitive
<u>Start Date:</u>	Between September 2021 and January 2022
<u>Hours of work:</u>	9:00am – 5:00pm

Person specification:

- Have clear understanding of, and sympathy with, the social and moral teachings of the Catholic Church and an informed understanding of Catholic teaching in relation to the principles underpinning Catholic education;
- Baptised, committed and practising Catholic;
- Graduate. Qualified teacher status desirable;
- Successful senior leadership experience in an educational setting, preferably with the ability to demonstrate impact in the promotion of inclusion, equality and diversity strategies; experience as a Foundation Governor or Director of a Catholic school or Academy would be an advantage;
- Ability to build new partnerships and sustain these to enhance leadership, and the impact of leadership, across diocesan schools;
- Experience in organising and leading professional development and training;
- Ability to recognise and strive for excellence in all aspects of work;
- Strong written, oral and ICT skills;
- Ability to communicate effectively and constructively with a variety of people;
- Ability to work on own initiative as well as in a team;
- Ability to inspire, motivate, encourage, support and hold people to account;
- Good judgement, discernment and discretion.

The RCDOW is an equal opportunities employer and wish to increase diversity within our workforce. We encourage candidates from all sections of society, and we welcome the applications of people from ethnic minority communities.