

## Board of Education Team Responsibilities from January 2011

### Director of Education (Revd Nigel Genders)

1. Ensure the statutory duties of the Diocesan Board of Education (DBE) are carried out and be responsible for achieving the aims and lead the strategic work of DBE with children, young people and schools
2. Represent DBE in relation to:
  - the Local Authority (LA)
  - the national church authorities and the National Society
  - the Department for Education
  - Higher Education esp. Canterbury Christ Church University
  - other education trusts and organisations (e.g. Southern Education Leadership Trust)
  - matters pertaining to new schools, academies, amalgamation, federation and other school organisation issues
  - Diocesan synod and Archbishop's Council, providing support and advice<sup>3</sup> for the diocese's work with children, young people and schools
3. Oversee and be responsible for the smooth running of the whole diocesan education team
4. Overall responsibility for advice in appointment of Head Teachers
5. Headteacher induction
6. Successions planning: development, in conjunction with CCCU, of new leaders for Church of England schools
7. Governor Training
8. Support ministry and mission of parishes/clergy with church schools
9. Develop links with Rochester DBE to ensure effective collaboration

### Assistant Director School Organisation (Revd Simon Foulkes from 1<sup>st</sup> February 2011)

1. Oversight of Long and short-term planning for building & maintenance projects, working with Governing Bodies and headteachers
2. Director of DASL working closely with the company on the delivery and financing of projects, ensuring effective use is made of all available resources
3. Liaison with LA, Department for Education and National Society on all building/finance development matters
4. Close partnership and collaboration with KCC, representing the DBE on the following committees:
  - Delegated Formula Funding Group
  - Primary Capital Strategy Group
  - LCVAP Group
  - Admissions Forum
5. Responsibility for:
  - Management of LCVAP
  - Management of schools NDS/DFC
  - Children's Centre & pre-school leases
  - Property leases/rent reviews
  - Disposal of property
  - Oversight of trustees/deeds etc.

6. Development of and work with Diocesan Strategic Development Group
7. Admissions
8. Oversight of governance of Church of England schools and trust matters

*Shared with DDE:*

- Headship appointments
- Headteacher induction
- Governor Training

Assistant Director School Improvement (Mrs Tricia Martin)

1. Religious Education (RE): Provide advice and support for RE Subject leaders
2. Collective Worship (CW): Provide advice, support, training
3. Statutory Inspection of Anglican Schools (SIAS) for schools: Briefing and training for schools covering the key issues within the SIAS Toolkit and 18 month 'health check' visits.
4. SIAS for inspectors: Organise training for and deployment of inspectors to cover inspections within the diocese
5. SACRE: Represent DBE at Kent SACRE and NASCRE
6. Support for schools in category/receiving LA intervention
7. Cathedral Schools Days

*Shared with DDE:*

- Headship appointments
- Headteacher induction
- Governor Training

Board of Education Executive Assistant (Mrs Rosemary Fletcher)

1. Managing diaries and making appointments for the Diocesan Director of Education (DDE) and both Assistant DDEs
2. Organising events, conferences, meetings and training sessions
3. Financial administration:
  - Payment of Accounts
  - Claiming Grant
  - Billing for services
  - Administration of schools Devolved Formula Capital monies
  - Administration of funds for Voluntary Aided building programmes
  - Liaison with Diocesan Architects
4. Responsibility for administration of Foundation Governors appointments
5. Responsibility for keeping all records/database up to date
6. Administrative support for:
  - Board Meetings: Production of agendas, minutes etc.
  - Ensuring the smooth running of our school inspection processes
  - Cathedral Schools Days
  - RE & Collective Worship work
  - Courses/Conferences

Children and Young People's Ministry Adviser (Mr Murray Wilkinson)

1. Develop networks and provide strategic advice and support for paid / unpaid / Accredited Lay Ministers (ALM) / children's and youth leaders / Schools workers.
2. Assist in the training of children's, youth and schools workers as part of the ALM course. Support and develop the existing range of ALM modules to equip those working with children and young people and develop an ALM 'Working in Schools' module.
3. Offer regular training opportunities for all involved in mission and ministry with children and young people, including: employed and volunteer youth and children's workers, the Church's ordained ministers; those working in schools, churches and other settings; those involved in the leading of all-age services and collective worship in schools.
4. Encourage deanery co-operation and links within children's and youth work. Work with local churches as they develop work with 'extended schools' and work strategically with deaneries to increase provision of 'chaplancy' within secondary schools across diocese.
5. Be an advocate for children and young people and promote listening to the voice of children in our communities and churches.
6. Ensure the provision of high quality central events e.g. Easter Monday Youth Pilgrimage, and ensure that public diocesan activity has, whenever possible, an all-age dimension.
7. Collaborate with other dioceses (especially Rochester) and ecumenical partners across Kent. Maintain and develop link with KEYCOG (Kent Ecumenical Youth and Children's Officers' Group); SE and National Youth / Children's Networks (Church of England)

Children & Young People's Ministry Administrator (Jacquie Town, 13 hours)

1. Managing diary and making appointments for the CYPMA
2. Organising events, conferences, meetings and training sessions
3. Responsibility for keeping records/database up to date
4. Administrative support the adviser
5. Administrative support for Easter Monday Youth Pilgrimage