

CES Job Description – Assistant Director & Head of Education

1. Core purpose of the job

- Be a key part of the leadership of the CES, supporting and promoting the education policies of the Catholic Bishops of England and Wales.
- Line management of the education advisers team.
- Ensure that the education policy team is coordinated and that work is prioritised appropriately.
- Deputise for the Director as required.

2. Internal Management

- Line management of the Religious Education Adviser, Education Adviser (Leadership & Governance), Education Adviser (Wales), Higher Education Adviser, Education Officer (England).

3. Education Policy

- Overall management of education policy priorities
- Represent the views of the Catholic Bishops of England and Wales to the UK and Welsh governments and other agencies.
- Assist the Bishops to develop policy on Catholic education.
- Provide leadership on s.48/s.50 inspections and liaison with the DfE/DfES and Ofsted.
- Maintain good relationships with other faiths and others involved in providing education.
- Undertake collaborative projects based on our agreed policy priorities.

4. Deputising for the Director

- Deputise in the absence of the Director or when required.
- Work closely with the Director to ensure that the CES meets its aims, objectives and obligations.
- Play an active role as a member of the senior staff team sharing responsibility for corporate decisions, ensuring quality standards remain high.