



**Job Title: Secondary School Link Adviser**

**Employer: Diocese of Brentwood**

**Line Manager: Diocesan Director of Education**

**Job Purpose:**

The post holder is to carry out the professional duties of a school Link Adviser and is expected to contribute to the achievement of the Church's mission and ministry in education by sharing responsibility with the Director and other advisers for the preservation and development of Catholic Education and working to support the highest standards of education in diocesan schools and academies.

The post holder must be committed to the guiding principles that underpin the approach taken by the Brentwood Diocesan Education Service (BDES).

**Principal Accountabilities:**

**1. Supporting the development of Catholic schools as providers of high quality educational, religious and spiritual standards by:**

- Supporting, advising and challenging head teachers, governors and staff of Catholic schools, through regular personal visits and other means of communication, in order to promote and develop the distinctiveness and effectiveness of our Catholic schools.
- Contributing to improving standards within schools. This includes offering school improvement advice and may include such tasks as, for example, performance management of head teachers, analysis of performance data, action planning and monitoring and being part of an IEB if required.
- Providing advice and support to head teachers and governors to enable effective self-evaluation of the Catholic nature of our schools, especially before and after CSI inspections.
- Monitoring the outcomes of OFSTED and CSI inspections and supporting school leaders in planning for improvement.
- Advising governing bodies during the planning and appointment stages in the recruitment of head teachers and liaising with LA colleagues as appropriate.
- Supporting and advising head teachers and governing bodies in relation to other key Catholic appointments to reserved posts such as Deputy Head and Head of RE.
- Supporting and monitoring RE, SMSC and Collective Worship provision in schools and assisting with the development of RE policies, in conjunction with Diocesan RE Advisers and other advisers.

- Providing in-service training for head teachers, staff and governors on a range of subjects, with a focus on preserving a distinctively Catholic response to the key issues in current educational thinking.
- Contributing to the development of appropriate resources to support the work of schools.
- Liaising with parish priests and local clergy to support their effectiveness in and with schools and to help to develop parish – school links.
- Liaising with Deanery groupings and Academy Trusts to help to foster effective inter-school links.

**2. Contributing to the effectiveness of Diocesan services and operations by:**

- Effective communication with other members of the education team through written visit notes, verbal updates so as to ensure all aspects of work are recorded in a timely fashion and can be supported by others in their own work.
- Facilitating new opportunities for Catholic schools from local, regional and national education partnerships, strategies and programmes.
- Ensuring that our website and resources are developed, up-to-date and informative.
- Promoting diocesan provision and additional services with schools where appropriate.
- Contributing to the delivery of the strategic priorities as identified in relevant diocesan plans.
- Maintaining a good understanding of legislation and government policy relating to the structure and leadership of schools.
- Supporting the work of the Diocese as a whole.

**3. Participating in the formulation of Diocesan education policy:**

- Working with the DDE and other officers in ensuring that the education policies are up-to-date, relevant, developmental and supportive.
- Ensuring that Diocesan education policies are understood and shared with school leaders, governors, clergy and other diocesan partners.
- Representing the diocese on LA or other committees such as Schools Forum if required.
- Contributing to the work of the Diocesan Board of Education.

**4. Contributing to effective planning and organisation within the Education Department by:**

- Working with colleagues within other Vicariates as directed by the DDE.
- Carry out other duties/attendance at meetings as the Director of Education may reasonably request.
- Prioritise tasks across the range of work in conjunction with the DDE and the Episcopal Vicar for Education.

**5. General Information (Full-time equivalent):**

Secondary School Link Adviser JD Jan 2025

Remuneration	FTE Salary £51,000 - £60,000 Depending on experience and qualifications
Hours of work	FTE – Term time only, plus 5 days - Monday to Friday (35 hours)
Place of work	Cathedral House, Ingrave Road, Brentwood, Essex, CM15 8AT
Holidays	Holidays, not usually to be taken in term time.
Pension provision	Diocesan pension scheme or equivalent of 10% of salary may be paid in to a recognised pension scheme.
Probation period	Six months during which time progress will be reviewed and the period may be extended.
Notice period	3 months from either side.