



May 2022

## **Diocesan Schools Adviser (Part Time and One Year Fixed Term Contract)**

Thank you for taking an interest in the post of Diocesan Schools Adviser for the Diocese of Chelmsford.

Our Education Team is evolving to help meet the increasing demands on our 139 schools and is looking to recruit the equivalent of a part time member of staff (17.5 hours per week).

If you wish to discuss, in confidence, the requirements and responsibilities of the Diocesan Schools Adviser role, please contact Rob Merchant initially via email at [rmerchant@chelmsford.anglican.org](mailto:rmerchant@chelmsford.anglican.org)

In the information pack provided you will find:

- Background details about the diocese and the Education Team
- Job description
- Person specification
- Application form
- Confidential declaration form

I very much look forward to receiving your application.

**Rob Merchant**

Diocesan Director of Education (Interim)



## **Background Information for Post of Diocesan Schools Adviser**

The Diocese of Chelmsford works throughout Essex and East London and serves a population of 2.9m people. The diocese has responsibility for about 140 Church Schools and Affiliated Schools. Through its Children's and Youth work, and ministries in Church and Community schools and academies, we estimate that the diocese has regular contact with around 100,000 young people.

As well as its own Multi-Academy Trust (The Vine Schools Trust), there are a dozen MATs in which the diocese is a formal partner at Member level. Several of these MATs include schools that are not church schools.

We believe that there should be no disconnection between a school's performance and its Christian ethos and are committed to the Church of England's Vision for Education, Deeply Christian Serving the Common Good. Our work is governed through the Diocesan Board of Education and maintains its own website, <https://cdbe.org.uk/>.

The Education Team comprises:

- Diocesan Director of Education
- Schools Team Leader (currently Interim Deputy Director of Education)
- Schools Advisers including RE & CW lead
- Early Years Adviser
- Business Manager
- Schools Buildings Officer
- Administrators
- Governance Consultant



## Job Description

**Job title:** Diocesan Schools Adviser

**Reports to:** Interim Deputy Director of Education (Substantive reporting line is to the Schools Team Leader)

**Salary:** c£54,000 per annum full-time salary (actual part-time salary £27,000), subject to experience and qualifications

## Purpose Statement

To promote education of the highest quality, which is consistent with the faith and practice of the Church of England, in all church schools and academies within the Diocese. To promote Religious Education and religious worship in schools in the Diocese. To advise the Governing Boards of Church schools on any matter. To promote co-operation between the DBE and others.

## Principal Tasks

- 1) Act as Schools Adviser for identified schools and academy trusts providing leadership, improvement, pastoral and curriculum support promoting high expectations and standards.
- 2) Advise schools on their self-evaluation and effectiveness as church schools including in preparation for SIAMS.
- 3) Advise on RE and Collective Worship.
- 4) Advise school governors and senior leadership on any specified matter.
- 5) Work in partnership with the LAs and Academy Trusts to promote school improvement including joining strategic improvement boards as required.
- 6) Provide pre and post inspection support for SIAMS and OFSTED inspections.
- 7) Promote effective partnership working between schools, helping to ensure good and outstanding practice is disseminated effectively across the Diocese.
- 8) Advise Governing Boards in the recruitment, selection, and induction of Headteachers and Deputy Headteachers and, occasionally, other senior posts.
- 9) Develop links between schools and churches, working in partnership with colleagues from across the Diocese.
- 10) To contribute to the Diocesan Learning & Development programme.
- 11) Advise Diocesan and other bodies on educational matters as required.



## **Other Duties**

- 12) Comply with and assist in the development of policies and procedures relating to safeguarding and child protection, security, confidentiality and data protection.
- 13) Contribute to and support the vision and priorities of the Diocesan Board of Education.
- 14) Establish constructive relationships and communicate with other agencies and professionals.
- 15) Attend and participate in regular meetings of the Education team and with other Diocesan teams as required.
- 16) Participate in training and other learning activities and performance development as required.
- 17) Undertake such other appropriate duties as requested by the Director of Education or Schools Team Leader (currently Deputy Director of Education)

## **Key Relationships**

- Headteachers
- Governors
- Teachers
- Senior Local Authority and Diocesan Officers and Advisers
- Multi-Academy Trust Directors
- Other Diocesan staff
- National Society Personnel
- Consultants
- Course Leaders



## Person Specification

Criteria	Essential*	Desirable*
<b>Qualifications</b>		
Degree educated	✓	
Qualified Teacher Status	✓	
Evidence of continuing relevant professional development	✓	
<b>Experience</b>		
Relevant and significant senior leadership experience in a school at Headteacher or Deputy Head level	✓	
Successful teaching experience in the maintained schools sector	✓	
Knowledge and experience of all phases of primary education	✓	
Proven track record of school improvement	✓	
Experience of working successfully with other schools		✓
Experience of leading in-service training	✓	
Experience of SIAMS inspection/participation	✓	
Trained SIAMS Inspector		✓
<b>Knowledge and Understanding</b>		
Up-to-date knowledge of current issues in statutory education	✓	
Understanding of the distinctiveness of Church schools and how this impacts on all areas of school life	✓	
Leadership and management of Christian ethos at a whole school level	✓	
Up-to-date knowledge of Ofsted and SIAMS inspection frameworks	✓	
Working knowledge of safeguarding in a church and education environment	✓	
<b>Skills and Personal Qualities</b>		
Ability to present to a range of audiences	✓	
Ability to manage workload and prioritise tasks	✓	
Ability to maintain confidentiality	✓	
Willingness to attend meetings outside normal working hours as required	✓	
Practising Christian (Genuine Occupational Requirement)**	✓	
Active current membership of a church within Churches Together in Britain and Ireland ***		✓
Holder of a current driving licence and access to private transport****	✓	

\*Evidence of the essential and desirable criteria will be assessed and measured via the application form, assessment and interview and references.

\*\*Due to the core function of the role there is a Genuine Occupational Requirement for the post holder to be a Christian, supportive of the values and beliefs of the Church of England.

\*\*\*Churches Together in Britain and Ireland –2010. a communicant member of the Church of England or a practicing full member of church listed at <https://ctbi.org.uk/member-churches> in accordance with the Equality Act 2010.

\*\*\*\* This is an essential requirement excepting in cases where the (prospective) post holder has a disability under the terms of the Disability Discrimination Act, where a reasonable adjustment could be accommodated.



## Outline of Terms and Conditions

- Role:** Diocesan Schools Adviser
- Contract:** Fixed Term Contract for one year
- Responsible to:** Interim Deputy Director of Education
- Salary:** c£54,000 per annum pro rata (actual part time salary - £27,000), subject to experience and qualifications
- Hours:** This is a part time role based on a 17.5 hour working week, but the postholder may be required to work additional hours to meet the reasonable requirements of the role. The normal hours are within the hours 09.00 to 17.00, Monday to Friday, however, flexibility around working hours can be considered.
- The post holder will be entitled to time off in lieu for attending meetings outside office hours.
- Pension:** Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover. Option to enrol in the Teachers' Pension Scheme maybe available, subject to salary sacrifice and agreement from the TPS.
- Annual leave:** Twenty-five days plus public holidays (rising to 29 days after 5 years' service)
- Probationary period:** 3 months
- Notice period:** One week during probation period, and one month thereafter
- Other:** Due to the core function of the role there is a Genuine Occupational Requirement for the post holder to be a Christian, supportive of the values and beliefs of the Church of England.
- Expenses:** Working expenses are paid at the Diocesan rates.
- Office base:** Home based. It is expected that the role will require the person to work regularly in the Diocesan Office (Chelmsford).
- Contract:** The contract of employment will be with the Chelmsford Diocesan Board of Finance. Pre-employment checks will include satisfactory references, confidential declaration and DBS check.
- Right to work:** The post-holder must have the right to reside and work in the UK.