



## Chelmsford Diocesan Board of Finance Job Description

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**Job Title:** RE Lead & School Adviser

**Reports to:** Assistant Director of Education

**Location:** Diocesan Office, 53 New Street, Chelmsford, CMI IAT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role  
*Hybrid working may be considered 60% of working time will be spent either at the Diocesan Office or on school visits, with the distribution varying week to week.)*

**Salary:** £63,470 per annum, subject to qualifications and experience

**Hours:** This is a full-time role (35 hours per week, 52 weeks per year) with the opportunity for hybrid working and flexible working

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### Purpose Statement

To promote education of the highest quality, consistent with the faith and practice of the Church of England, across all Church schools and academies in the Diocese from EYFS to Key Stage 5.

The post holder will:

- Lead Diocesan strategy for Religious Education, including curriculum development, support and training.
- Provide high quality, improvement focused support to Church Schools as part of the Diocesan Schools Adviser Team
- The role provides professional advice, training and support to school leaders, governors, MATs, clergy and diocesan colleagues to ensure that the Christian vision, RE provision, church school relationships and leadership development allow all pupils and adults to live well together.

This includes shaping and modelling practice grounded in the Church of England Vision for Education (“life in all its fullness”), the SIAMS framework, and the Statement of Entitlement for Religious Education.

### Reporting Structure

The post holder is a member of the School Adviser Team reporting directly to the Assistant Director of Education, and working collaboratively with the Director of Education, other advisers, governance officers and diocesan colleagues.

### Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 139 schools across Essex, the unitary



authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

The diocese has responsibility for about 139 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, and more information can be here <https://cdbe.org.uk>

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



### Episcopal Areas, Archdeaconries and Deaneries





## **Principal Accountabilities**

### **RE Leadership (Lead Responsibility)**

- 1) Act as the Religious Education Lead for schools and academy trusts across the Diocese, providing expert guidance, curriculum support and leadership.
- 2) Monitor and evaluate the quality and performance of RE across diocesan schools and trusts, including preparation for RE related SIAMS strands.
- 3) Support schools to develop balanced, challenging, accurate and diverse RE curriculums in line with locally agreed syllabi and the RE Statement of Entitlement.
- 4) Provide targeted advisory support to schools needing greater RE support, or during times of challenge.
- 5) Engage with and represent the Diocese in SACRE work across Local Authorities and national RE bodies.

### **School Adviser Responsibilities**

- 6) Provide improvement focused advisory support to schools across the Diocese, offering leadership, pastoral and curriculum guidance.
- 7) Advise schools on Christian distinctiveness as part of the school visits support package
- 8) Support and challenge leaders in self-evaluation, improvement planning and preparation for SIAMS.
- 9) Maintain accurate and timely records of school visits, including completing visit notes and agreed performance or progress indicators using the Diocese's online reporting systems, and ensuring these are shared appropriately with school leaders and the Education Team.
- 10) Build effective partnerships with clergy and parishes to strengthen church-school relationships, particularly through support with vision alignment, inclusion and flourishing.
- 11) Develop and deliver high-quality training and CPD for school leaders, clergy, and governors.
- 12) Develop, commission and disseminate high quality resources for leaders and teachers, suitable for schools of all sizes and context, including contributing to diocesan web content and social media platforms.
- 13) Collaborate with Local Authorities, Academy Trusts, and other stakeholders to champion the lead areas, particularly in schools facing challenge.
- 14) Stay up to date with national policy and practice in Church of England education, contributing to diocesan responses and shaping forward strategy.



- 15) Contribute to the wider work of the Diocesan Board of Education, including advisory visits, projects, and representation on committees.
- 16) Participate in regular team meetings, events, and professional development as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- 17) Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- 18) Actively participate and contribute to the annual review process.
- 19) Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- 20) Work collaboratively with the Education Team and wider contacts and undertake such other reasonable duties as may be required, including by the Assistant Director of Education, Director of Education and Chief Executive.

## **Key Stakeholder Contacts**

### Internal:

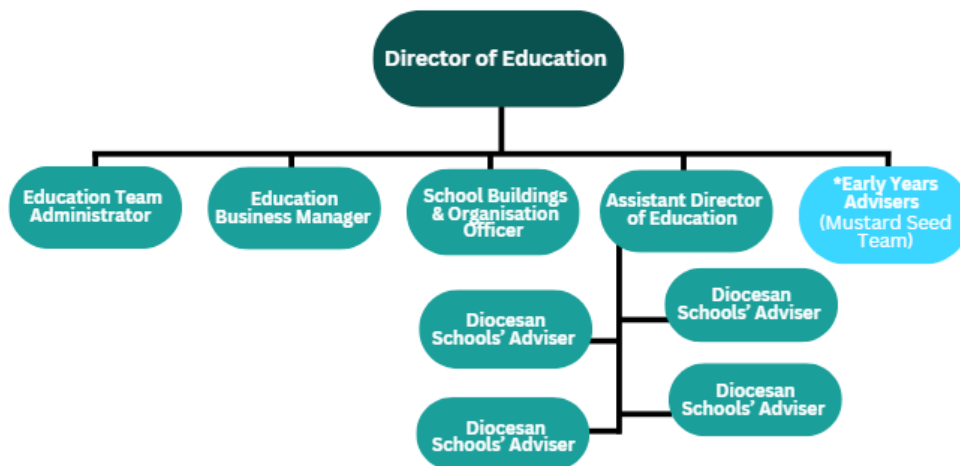
- Diocesan Staff

### External:

- Headteachers
- Governors
- Teachers
- Senior Local Authority and Diocesan Officers and Advisers
- SACRE members
- National RE & Wellbeing Bodies
- Multi-Academy Trust Directors
- National Society Personnel
- Consultants
- Course Leaders



## Education Team Structure



## Person Specification

### Genuine Occupational Requirement (G.O.R)

There is a genuine occupational requirement for the job holder to be a practising Christian, and an active communicant member in good standing within the Church of England or of a Church which is in Communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland, [Churches Together in England](#), or the Evangelical Alliance.

### Essential:

### Qualifications

- Degree educated
- Qualified Teacher Status
- Evidence of ongoing professional development

### Experience

- Substantial leadership or advisory experience within Church of England schools
- Successful teaching experience in the maintained sector
- Significant experience of RE Curriculum development or RE leadership
- Proven ability to deliver high-quality training and CPD
- Worked with a range of stakeholders, including clergy, governors, and MATs
- Track record in school improvement or school leadership

### Knowledge & Understanding

- Strong grasp of the Church of England Vision for Education
- Deep understanding of Christian distinctiveness in schools
- Up to date knowledge of RE curriculum expectations
- Awareness of SIAMS & Ofsted and the implications



- Understanding of school–church–diocesan relationships
- Familiarity with digital communication and social media for professional and spiritual engagement

### **Skills & Personal Qualities**

- Theologically articulate, spiritually grounded, and reflective
- Able to communicate complex ideas simply and inspiringly
- Skilled in building relationships and supporting adults in formation and leadership
- Ability to provide strong challenge and support while maintaining positive relationships
- Organised, adaptable, and proactive
- Commitment to the ethos and values of Church of England education
- Willing to travel across the Diocese and work occasionally outside core hours
- Holds a current driving licence and has access to transport (except where reasonable adjustments apply)
- Understanding the Church of England/[Diocese of Chelmsford](#) and the Christian faith

### **Desirable:**

- Experience of working with other schools including secondary schools, as an adviser, consultant or system leader.
- Experience as a MAT Leader, Executive Headteacher, Headteacher or Deputy Headteacher
- Experience of SIAMS inspections/SIAMS Inspector
- Experience of RE leadership at a MAT level
- Familiarity with online content production and digital platforms
- Member of a church in communion with the Church of England or a recognised ecumenical partner



## Outline of Terms and Conditions

<b>Role</b>	School Adviser – RE, Inclusion & Flourishing Lead
<b>Responsible to</b>	Assistant Director of Education
<b>Salary</b>	£63,470 per annum, subject to qualifications and experience
<b>Hours</b>	Full time – 35 hours per week.
<b>Pension</b>	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
<b>Annual Leave</b>	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service)  Pro-rata for part-time staff
<b>Probation Period</b>	6 months
<b>Notice Period</b>	After service of one month, but during the probationary period - 1 weeks' notice.  Upon successful completion of the probationary period – 3 months or a full terms notice (whichever is greater)
<b>Expenses</b>	Working expenses are paid at the Diocesan rates.
<b>Base</b>	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.  Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office).
<b>Contract</b>	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



## Pre-employment Administration

### Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- An enhanced DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Section 128 check
- Educational/Professional Registration Qualification Certificate
- Overseas Check (If applicable)
- Background Checks

### Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

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## Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Cycle to work scheme
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Time will be made available for any necessary Continued Professional Development (if applicable)
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking