



January 2018

Diocesan Schools Adviser

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

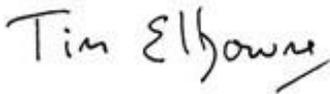
Our Education Team is evolving to help meet the increasing demands on our 139 schools and is looking to recruit the equivalent of full-time member of staff. Opportunities for flexible and part-time working can be considered for the right candidates.

If you wish to discuss, in confidence, the requirements and responsibilities of the Diocesan Schools Adviser role and/or flexible/part-time working arrangements, please contact Lallie Godfrey, Diocesan School Team Leader by email on: lgodfrey@chelmsford.anglican.org or by phone on 07976 208498.

In the information pack provided you will find:

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

I very much look forward to receiving your application.



Tim Elbourne
Diocesan Director of Education



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 139 Church Schools including those in Multi-Academy Trusts as well as some 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.

The Diocese is increasing its capacity to support school improvement working with the various Local Authorities in the Diocese and the Multi-Academy Trusts. This follows the publication by the National Society of the Church of England's vision for education '*Deeply Christian, Serving the Common Good*'. (see <https://www.churchofengland.org/more/education-and-schools>).

The vision for education is deeply Christian, with Jesus' promise of 'life in all its fullness' (John 10:10) at its heart. In line with the Church of England's role as the established Church, the vision is for the common good of the whole community. The Diocesan Board of Education has set out its purpose in a Mission Statement prepared in 2017 in the light of the two strategic documents that underpin its work. These are the Diocesan document '*Transforming Presence*' and the Church of England's Vision for Education '*Deeply Christian, Serving the Common Good*'

The mission of the Chelmsford Diocesan Board of Education is to:

- Promote life in all its fullness through Education across Essex and East London.
- Support transforming presence that offers life enhancing encounters with Jesus Christ.
- Provide schools of Christian character for the common good.

Our priorities are to resource and equip schools, colleges and parishes to:

- go more deeply,
- range more widely,
- and relate more closely

Church schools are at the centre of the mission of the Church and the Diocese is committed to aligning this commitment to the visible outworking of its mission strategy.

The Education Team comprises:

- Diocesan Director of Education (full-time)
- School Team Leader (full-time)
- Schools Advisers (equivalent of three full-time posts)
- Children's Work Adviser (full-time)
- Early Years Adviser (part-time)
- Schools (Buildings and Finance) Officer (full-time)
- Education Support Officer (part-time)
- Education Projects Officer (part-time)
- Two Governance Consultants (part-time)



Job Description

Job title:	Diocesan Schools Adviser
Reports to:	School Team Leader
Salary:	c£52,000 per annum full-time salary (part-time posts pro-rata), subject to experience and qualifications; more may be available for exceptional candidates

Purpose Statement

To act as Schools Adviser for a group of schools and academies by providing focused support and challenge to help them to be the best that they can be. To promote education of the highest quality in all church schools and academies within the Diocese.

Principal Tasks

1. Act as Schools Adviser for a group of schools to provide leadership, improvement, pastoral and curriculum support in order to promote high expectations and standards.
2. Undertake a 'lead specialism' within the Education Team to support schools in the Diocese.
3. Assist church schools to develop their Christian ethos, including the development of RE and Collective Worship and spirituality in line with the Church of England's vision, 'Deeply Christian, Serving the Common Good'.
4. Work with the Director, School Team Leader and other School Advisers to monitor the quality and performance of schools and academies within the Diocese.
5. Support schools with accurate self-evaluation of their effectiveness as church schools both for OFSTED and SIAMS.
6. Support schools in preparing for SIAMS and OFSTED inspections.
7. Support schools to moderate judgements on the quality of teaching and learning as required.
8. Work with all stakeholders in the school including governors and incumbents of the parish as required.
9. Be a member of any Improvement Boards, Interim Education Board (IEB) that are formed in the schools that are being supported.
10. Attend OFSTED feedbacks.
11. Support the School Team Leader to develop and plan the delivery of a range of services to and for schools and academies.
12. Prepare, participate in and lead INSETs and training events.



13. Promote effective partnership working between schools helping to ensure good and outstanding practice is disseminated effectively across the Diocese.
14. Prepare and publish relevant resources for use across the Diocese.
15. Work with church school governors in the recruitment, selection and induction of Headteachers and Deputy Headteachers and, occasionally, other senior posts.
16. Respond, with colleagues, to requests for educational advice from any deanery or parish in the Diocese.
17. Work in partnership with Local Authorities, Multi-Academy Trusts and other bodies to help provide appropriate support and challenge for schools in challenging circumstances.
18. Attend D.B.E. meetings and at least one of its committees.
19. Carry out other such tasks as deemed appropriate by the Director of Education and School Team Leader.

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*
Qualifications		
Qualified Teacher Status	✓	
Qualified Section 48 inspector status		✓
Evidence of continuing relevant professional development	✓	
Experience		
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	✓	
Knowledge and Understanding		
Up-to-date knowledge of current issues in statutory education	✓	
Understanding of the distinctiveness of Church schools	✓	
Working knowledge of Church schools		✓
Up-to-date knowledge of Ofsted and SIAMS inspection frameworks	✓	
Significant experience of School Performance Data Analysis and school improvement planning	✓	
Skills and Personal Qualities		
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
- Responsible to:** Director of Education with delegated day to day management delegated to the Schools Team Leader
- Salary:** c£52,000 per annum full-time salary (part-time posts pro-rata), subject to experience and qualifications; more may be available for exceptional candidates
- Hours:** This is a full time role based on a 35 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 09.00 to 17.00, Monday to Friday. The post holder will be entitled to time off in lieu for attending meetings outside office hours.
- Pension:** There are two options:
1. Teachers' Pension – to be continued if candidate already in scheme and subject to acceptance from the Teachers Pensions Agency
 2. Enrollment in the Church Workers' defined contribution scheme, where an 11% contribution will be made by the Board
- Annual leave:** Twenty-five days plus public holidays
- Probationary period:** 6 months
- Notice period:** 3 months
- 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 and will be subject to satisfactory references and DBS check.
- Right to work:** The post-holder must have the right to reside and work in the UK.

Applications should be made by completing the application form (using additional sheets if required) and the confidential declaration to jobs@chelmsford.anglican.org or via post to Rachel Towns, HR Manager, Diocesan Office, 53 New Street, Chelmsford, CMI IAT

Closing date for applications: **Midnight Sunday 18 February 2018**
Shortlisting : **Tuesday 20 February 2018**
Interviews: **Friday 2 March 2018**