

## DIOCESE OF EXETER

Grow in Prayer I Make New Disciples I Serve the People of Devon with Joy

### ROLE DESCRIPTION

DETAILS	
<b>Role Title</b>	Education Adviser for School Effectiveness: Christian Distinctiveness
<b>Department</b>	Education
<b>Reports to</b>	Senior Education Adviser for School Effectiveness: Church Schools Flourishing
<b>Contract Type</b>	Part-time
<b>Hours</b>	29 hours per week
<b>Normal Place of Work</b>	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay), including at evenings and occasionally weekends. Some home working may be accommodated.
<b>Responsible for</b>	N/A
<b>Date of Issue</b>	June 2025
NATURE OF WORK	
<p><b>Role Purpose:</b></p> <p>To contribute to the Education Team's effectiveness work in all matters relating to the provision of education that is consistent with the faith and practice of the Church of England in church schools/academies both generally and in relation to religious education and daily acts of worship on behalf of the Exeter Diocesan Board of Finance (EDBF) and the Diocesan Board of Education Committee (DBE), and to contribute to the effectiveness of diocesan services and operations.</p> <p>In conjunction with the Diocesan Director of Education (DDE) and Senior Education Adviser for School Effectiveness: Church Schools Flourishing:</p> <p><b>Key Role A</b> – To impact positively on church school/school grouping leadership, including governance, providing knowledgeable and insightful support, guidance and questioning to leaders to enable the development, exemplification and continuous sustainable improvement of Christian vision, distinctiveness and ethos, for the flourishing of all God's children.</p>	



**Key Role B** – To lead and be responsible for the promotion, development and monitoring of the implementation of transformational Religious Education and Worldviews (REW) across the Diocese, and for evaluating its impact.

**Key Role C** – To support the promotion, development, monitoring and evaluation of invitational, inspirational and inclusive Collective Worship within our Church of England Schools and wider diocesan family of schools.

**Key Role D** – In your work with the leaders of school/school groupings, identifying ways to strengthen and enact partnership working with the local church(es) and families which enhance the school's ability to live out its Christian vision and to live up to its foundation as a church school.

#### **Key Aspects of Role:**

This Education Adviser role requires a high degree of proficiency and expertise across the domains of:

- Church school education including Christian vision, distinctiveness and ethos,
- Religious Education,
- Collective Worship,
- Statutory Inspection of Anglican and Methodist Schools Inspection (SIAMS),
- Partnership working to build strong and collaborative professional relationships,
- Representing the DBE on external bodies such as SACREs and LTLRE (Learn, Teach, Lead RE)
- Facilitating conversations (including potentially challenging conversations) and empowering/supporting others to make informed decisions and take positive actions,
- Developing others across schools and academies and within the team.

The Education Adviser will be required to apply for an Enhanced Disclosure certificate from the Disclosure and Barring Service in connection with this role.

Extensive travel will be involved due to the geographical location of schools and colleagues, with some out of hours working, for example attending Governing Body meetings, for which time off in lieu may be taken.

#### **Key Relationships:**

The job holder reports to the Senior Education Adviser for Schools Effectiveness: Church Schools Flourishing and will work closely with:

- The Diocesan Board of Education Committee and sub-committees
- The Education team: Diocesan Director for Education (DDE); Education Advisers; those undertaking leadership development secondments and Administration support
- Trust, federation and school senior leadership.
- Education system leaders, specifically the Church of England Education Office (CEEEO), National and Regional Diocesan Groups, SACREs and LTLRE.



Role Area	Main Duties and Responsibilities
Leadership	<p>In liaison with the Senior Adviser for School Effectiveness: Church School Flourishing:</p> <p><b>Within role A</b></p> <ul style="list-style-type: none"> <li>Lead as required school, federation and Trust training and networks to maintain and further develop their Christian distinctiveness, for example in the areas of vision, spirituality, collective worship, REW and SIAMS.</li> </ul> <p><b>Key Role B</b> - To lead and be responsible for the promotion, development and monitoring of the implementation of transformational Religious Education and Worldviews (REW) across the diocese, and for evaluating its impact.</p> <ol style="list-style-type: none"> <li>1. Ensure the DBE plays a role in signposting, delivering and disseminating relevant and accessible REW resources (including the Locally Agreed Syllabi), training, guidance and practice to inform and enable confident teaching in REW in every school in the geographical area of the Diocese, whether or not they have a Christian Foundation.</li> <li>2. To lead diocesan REW policy development and have strategic oversight and influence with Local Authorities statutory committees for REW provision, through membership as agreed on Devon, Torbay and Plymouth SACRE.</li> <li>3. To liaise with other providers of Religious Education support and training, for example LTLRE, to ensure our diocesan partnership and DBE work is successfully providing professional development opportunities to equip REW leaders to provide high quality REW teaching and learning.</li> <li>4. Within the Exeter Flourishing Partnership (EFP)<sup>1</sup>, lead the training for REW leads, quality assure their work back in their own school grouping, and lead the on-going networks/learning sets to ensure REW is shaping the future for the common good.</li> <li>5. Recognise and enable the professional expertise of school and academy-based leaders of REW so that they can be agents of change in a self-improving system.</li> <li>6. Work with schools, federations and Trusts to strengthen the leadership and teaching of REW and worldviews, to monitor the quality of students' learning experience (including at transition points) and to ensure sustainable and continuous improvement.</li> </ol> <p><b>Within Role C</b></p>

<sup>1</sup> In development with South West dioceses and will need personalizing for our context



	<ul style="list-style-type: none"> <li>Lead training and networks for Collective Worship leaders.</li> </ul> <p><b>Within Role D</b></p> <ul style="list-style-type: none"> <li>Lead on developing understanding of Courageous Advocacy, challenging injustice and responsibility so to impact on the enactment.</li> <li>To support the development of Equity, Diversity, Inclusion and Justice work across the diocese.</li> </ul> <p>Deploy up to date and relevant website and social media to signpost and promote networks, training and information, and to share good practice.</p>
<b>Strategic Development</b>	<p>Work alongside the DDE, the Diocesan Board of Education Committee and senior staff in fulfilling the DBE vision - <b>Nurture</b> vision-inspired education; <b>Nourish</b> personal and spiritual growth; Enable connected communities that <b>flourish</b> - 'To enable all, through the love of God in Jesus Christ, to 'live life in all its fullness' (John 10:10b)'.</p> <p>Work alongside the DDE, the DBE and the team to progress the detail behind the strategic priorities:</p> <ul style="list-style-type: none"> <li>The Diocese of Exeter has a successful diocesan family of schools</li> <li>Responding pro-actively to the changing educational landscape strengthens school performance, capacity, and sustainability</li> <li>The DBE Committee and Education team are working effectively and can demonstrate positive impact</li> <li>The DBE Committee plays its part in ensuring schools are a central part of the diocesan mission</li> </ul>
<b>Education Services Support</b>	<p>In conjunction with the Senior Adviser for School Effectiveness: Church Schools Flourishing, progress the DBE and Education Team's work in the following areas:</p> <p><b>Key Role A</b> – To impact positively on church school/school grouping leadership, including governance, providing knowledgeable and insightful support, guidance and questioning to leaders to enable the development, exemplification and continuous sustainable improvement of Christian vision, distinctiveness and ethos, for the flourishing of all God's children.</p> <ol style="list-style-type: none"> <li>To support our team's work with leaders to ensure all schools have a clear and visible context-specific and theologically rooted vision which inspires and drives decisions and behaviours.</li> <li>Using the SIAMS inspection framework questions for guidance, seek with schools/school groupings to affirm that which is effective in our church schools and to highlight key areas for improvement.</li> </ol>



	<ol style="list-style-type: none"> <li>3. Enable, empower and support schools/groupings to develop, implement and evaluate an improvement plan to address any identified areas for development, to share and signpost good practice, and to develop a culture of confident spiritual leadership.</li> <li>4. Address as a priority any school/school grouping vulnerabilities and monitor the effectiveness of this to ensure actions have a positive impact, and communicate these effectively with the wider team.</li> <li>5. Lead as required school, federation and Trust training and networks to maintain and further develop their Christian distinctiveness, for example in the areas of vision, spirituality, collective worship, REW and SIAMS.</li> <li>6. Develop and maintain a good understanding of all relevant legislation, research and publications relating specifically to REW, CW, SMSC, RSHE and SIAMS from groups including the National Society/Church of England Education Office (CEEEO), Ofsted, NATRE, Local Authority SACREs and the Religious Education Council (REC).</li> </ol> <p><b>Key Role C</b> – To support the promotion, development, monitoring and evaluation of invitational, inspirational and inclusive Collective Worship within our Church of England Schools, and wider diocesan family of schools.</p> <ol style="list-style-type: none"> <li>1. Work collaboratively to ensure the signposting, delivery and dissemination of relevant and accessible CW and prayer resources, training/guidance and practice so enabling the development of prayer and high quality CW that is seen as the heartbeat of our church schools, supporting the spiritual development of all.</li> <li>2. Within the Exeter Flourishing Partnership (EFP), lead the training for CW faculty leaders, monitor and quality assure their work within their own school grouping, and lead the on-going networks/learning sets to ensure CW is shaping the future for the common good.</li> <li>3. Recognise, enable and develop the professional expertise and capacity of school, academy and church-based leaders of CW so that they can be agents of change in a self-improving system and strengthen links between church/schools and households.</li> <li>4. Work with schools, federations, trusts and church teams to strengthen the leadership, delivery, including by young people, and reach of CW to ensure sustainable and continuous improvement.</li> </ol>
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	<p><b>Key Role D</b> – Support leaders of school/school groupings, in identifying ways to strengthen and enact partnership working with the local church(es) and families which enhance the school’s ability to live out its Christian vision and to live up to its foundation as a church school through:</p> <ol style="list-style-type: none"> <li>1. Opportunities to learn more about baptism and confirmation are given importance in the REW curriculum and opportunities for these to be explored further outside of REW lessons through the local church and partners.</li> <li>2. Chaplaincy is supported and developed in all Church of England Schools, and particularly in Church of England Secondary Schools and in Trusts with church articles, in line with the DBE’s strategy.</li> <li>3. Relationships between church/school are encouraged and established/new ways of working to increase school, children, young people, households and church teams’ contact and engagement are agreed, delivered locally and evaluated. Peer to peer support to enable good practice is developed across the diocese.</li> <li>4. Lead on developing understanding of Courageous Advocacy to impact on the enactment as a way for CYP, schools, households and churches to affect social change and community transformation by challenging injustice.</li> </ol> <p>As outlined above, and:</p> <p>Support schools in planning and in responding appropriately to queries or concerns regarding Social, Moral, Spiritual, Cultural Education (SMSC) and Relationship, Sex, Health Education (RSHE) provision, working within the DfE framework and guidance.</p> <p>Guide schools in response to queries or concerns raised in relation to protected characteristics (Equality Act 2010).</p> <p>Guide schools with policy development and application in relation to the legal right for withdrawal from Collective Worship and/or Religious Education.</p> <p>Promote the use of the SIAMS inspection framework as an effective tool to support development and for the monitoring of Christian distinctiveness.</p> <p>Build school and organisational capacity that strengthens self-evaluation and school improvement capacity across the family of diocesan schools.</p> <p>In liaison with DDE/Senior Advisers, provide pastoral support for leaders at agreed times of need/crisis.</p>
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	Support school grouping-leadership, including governance, with the recruitment of senior school/school-grouping leaders.
<b>Policies, Processes and Procedures</b>	<p>Support the Senior Education Adviser for School Effectiveness: Church Schools Flourishing, with the:</p> <ul style="list-style-type: none"> <li>• Scoping of the Programme of Training and Networks</li> <li>• Delivery of core training, bespoke training and diocesan service requests</li> <li>• System of oversight for recording and monitoring key areas of church school distinctiveness, including REW and CW.</li> <li>• Delivery, monitoring, quality assurance and evaluation of the Exeter Flourishing Partnership (EFP) and in particular for the REW and CW leads</li> </ul> <p>Contribute to the effective monitoring and evaluation processes and use these to make suggestions and improve the Education Team's service.</p>
<b>Financial Support and Additional Services</b>	<p>Promote the DBE's core training, bespoke training and diocesan services and ensure non-core work with schools is charged for appropriately through the pay-as-you-go, or academy conversion services.</p> <p>Be entrepreneurial in securing external funding to support the core business of the Education team.</p>
<b>Information Management</b>	<p>Maintain confidentiality at all times.</p> <p>Keep accurate notes, correspondence and records and place on file as appropriate.</p> <p>Ensure the Management Information Systems are updated appropriately. Ensure information management systems and policies are adhered to, including Social Media, GDPR and Data Protection Act 2018.</p>
<b>Team Working</b>	<p>Work alongside colleagues (internal and external) to ensure and safeguard Church of England schools' Christian foundation and to ensure the diocesan family of schools prospers.</p> <p>Work flexibly as an Education Team member ensuring that at all times the needs of the service are respected and prioritised.</p> <p>Liaise, as required, with other diocesan officials, principally those other officers working within the Old Deanery and peers from other dioceses.</p> <p>Liaise with Incumbents, PCCs, and Archdeacons as necessary/appropriate.</p> <p>Undertake other duties as may reasonably be expected.</p>



	At all times to work respectfully with colleagues and address any differences of opinion with professional courtesy at all times.
<b>Relationship Building</b>	<p>Maintain excellent relationships between schools and the diocese by being a key and visible contact and supporting schools in their pursuit of distinctiveness and effectiveness.</p> <p>As part of the Education team, work to enrich the links between schools and local churches and enable the DBE to play its part in ensuring schools are a central part of the diocesan mission.</p>
<b>Safeguarding</b>	<p>Ensure all Diocesan Safeguarding Policies and procedures are adhered to.</p> <p>Own safeguarding training to Foundation Level C1, and Safer recruitment training.</p> <p>Familiar with and follow safeguarding policies and procedures in Church of England schools, academies, federations and MATs when required.</p>
<b>Equality and Diversity</b>	<p>Role model inclusive behaviours in day-to-day working practices.</p> <p>Work in accordance with diocesan policies of equal opportunity.</p>

## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Educated to degree level or equivalent.</li> <li>• Up-to-date professional development and training, including safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified SIAMS Inspector / SIAMS Inspector training or willingness to train</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledgeable leadership in RE, with evidence of impact.</li> <li>• Leadership role in a school or Trust</li> <li>• Experience of planning and delivering high quality training for schools.</li> <li>• Coaching, mentoring, and developing others.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership role in a Church of England school</li> <li>• Experience of the Ofsted and SIAMS process</li> </ul>





	<ul style="list-style-type: none"> <li>• Experience of collaborative working within a team and with external agencies.</li> <li>• Recent relevant knowledge of the schools and academies landscape and its implication for foundation governance.</li> </ul>	
<b>Technical</b>	<ul style="list-style-type: none"> <li>• The ability to articulate and communicate a vision for the future and proven ability to make vision reality.</li> <li>• Excellent knowledge and understanding of CofE school vision, distinctiveness and ethos.</li> <li>• Excellent ability to support the development of Collective Worship.</li> <li>• Strong practical knowledge of the SIAMS Inspection Framework.</li> <li>• Good theological knowledge.</li> <li>• The ability to strategically think, plan and act to create change.</li> <li>• Up to date knowledge of research and national and local developments that relate to RE.</li> <li>• Strong organisational skills and ability to plan and prioritise work to meet deadlines.</li> <li>• Ability to build strong professional relationships.</li> <li>• Ability to lead difficult conversations and hold leaders to account with sensitivity and understanding.</li> <li>• Able to communicate effectively - excellent verbal, written and presentation skills.</li> <li>• Demonstrates personal and professional credibility, integrity, inspiring trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurial flair with the ability to generate income.</li> <li>• A leader who has been involved in educational research.</li> <li>• Involvement in national diocesan and/or Trust networks.</li> <li>• Knowledge of school leadership and governance structures in stand-alone schools, federations and Trusts.</li> </ul>



	<ul style="list-style-type: none"> <li>• Good IT skills, including knowledge Microsoft Office: Word, Excel, Outlook and PowerPoint.</li> </ul>	
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires.</li> <li>• Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.</li> <li>• Sensitive to the different cultures, traditions and activities within the Church, and work in a way which is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests; maintain a consistent approach to clergy and non-clergy matters.</li> <li>• Strong personal organisation skills</li> <li>• Knowledge and proven commitment to safeguarding in Church of England schools.</li> <li>• Commitment to anti-discriminatory practices within the Church of England's legal context.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Church of England, its parochial system and the wider organisation of the Diocese.</li> </ul>
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Committed to and confident in the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England.</li> <li>• Commitment to the role that Church Schools play in formal education and to raising standards in Church Schools.</li> <li>• The ability to provide spiritual leadership within the context of Church school leadership.</li> <li>• Willing to work outside of normal working hours as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Practicing communicant member of the Church of England or of a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England.</li> </ul>



	<ul style="list-style-type: none"> <li>A full driving licence and use of a car for work related travel.</li> </ul>	
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## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

Setting Direction	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>Understand how your own work and the work of the Education team drives the strategic development of the DBE and CofE schools across the diocese.</li> <li>Understand how CofE schools, academies, federations and MATs are affected by and operate in differing socio-economic contexts across the diocese: urban, rural and coastal; areas of deprivation.</li> <li>Understand the strategies and activities of Local Authorities, statutory bodies and voluntary organisations in education and how they affect Education Team services provision.</li> <li>Be alert to emerging issues and trends which might affect Education services and areas of own work.</li> <li>Seek to expand, develop and share knowledge across the Education team's key areas of service provision.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>Encourage ideas for change from across a wide range of people to improve overall performance of the team and oversee implementation where appropriate.</li> <li>Able to work with others to identify areas for improvement, simplifying processes and streamlining procedures to deliver more effective and efficient Education services.</li> <li>Promote different ways of working with schools, Local Authorities, statutory bodies, training providers and other key personnel and agencies across the diocese.</li> <li>Clearly explain reasons for change to colleagues and key personnel and how to implement those changes, supporting individuals with different needs adapt to change.</li> <li>Encourage an environment where colleagues know they can challenge decisions and issues safely.</li> </ul>
	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>Understand own level of responsibility and authority within the role and empower others to make decisions where appropriate thus ensuring decision making happens at the right level and in a timely manner.</li> <li>Gather, analyse and assess a range of relevant and credible information from internal and external sources to support decision making.</li> </ul>



		<ul style="list-style-type: none"> <li>• Gain accurate understanding of situations, including the needs and expectations of others to allow for the taking of managed risks to improve service delivery.</li> <li>• Make decisions or give recommendations when needed, even when potentially unpopular, involving others as appropriate. Ensure others are consulted to understand the impact of decisions on the Education services end users.</li> </ul>
Engaging People	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• Ensure colleagues and key personnel have a clear understanding of the goals, activities, and timeframes of the Education Team to provide Education services.</li> <li>• Work closely with the Diocesan Director of Education, the Senior Adviser for School Effectiveness: Church School Flourishing, the Education Team and key external personnel and advise senior management in relation to areas of own expertise and responsibility.</li> <li>• Proactively role model and promote high standards of practice and behaviour in the education field and in the workplace.</li> <li>• Recognise, respect and praise the achievement and contribution of others; share enthusiasm for the work of the team, helping to build a supportive and cohesive team.</li> <li>• Effectively manage conflict, misconduct and non-inclusive behaviours, raising any issues or concerns with senior managers where appropriate.</li> </ul>
	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>• Ensure effective written, verbal and IT communications with the Education team, key EDBF employees and across the diocese and with external agencies and contacts.</li> <li>• Ensure communications have a clear purpose and take into account individual needs, share information as appropriate and check understanding.</li> <li>• Communicate with others in a clear, honest and positive way to build trust and choose appropriate styles to maximise understanding and impact.</li> <li>• Listen to and value different ideas, views and ways of working, respond constructively and objectively to comments, questions and feedback.</li> <li>• Handle challenging conversations with confidence and sensitivity.</li> </ul>
	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional relationships with key personnel and agencies across the diocese, especially schools' leadership teams, Local Authority representatives and members of the EDBF and DBE.</li> <li>• Encourage joined up team work within own team and across the diocese.</li> </ul>



		<ul style="list-style-type: none"> <li>• Collaborate with key personnel to share information, resources and provide advice and support.</li> <li>• Respectfully build on the ideas of others and disagree well.</li> <li>• Invest time to develop and maintain the focus of the team, create a positive team spirit, and remain approachable to colleagues. Prioritise team meetings.</li> <li>• Lead by example and make clear to all team that bullying, harassment and discrimination are unacceptable. Also exhibit diplomacy, tact, patience, flexibility and a sense of humour with the team.</li> <li>• Put in place wellbeing support and help colleagues when in need, and also consider own wellbeing.</li> </ul>
Delivering Results	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>• Able to identify gaps in own skills and knowledge and of the team; take responsibility for personal professional development.</li> <li>• Reflect on own work, continuously seeks and act on feedback to improve own and team's delivery of quality services.</li> <li>• Ensure personal development plan objectives are set to address any gaps which affect the delivery of current and future work and ensure training objectives are achieved.</li> <li>• Take time to coach, mentor and develop other colleagues to support improvement of service delivery and succession planning.</li> <li>• Develop and deliver training and other support resources for Education Services provision, for use across the diocese.</li> <li>• Able to recognise signs of stress in oneself and in others and provide/seek the appropriate support.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>• Develop, implement, maintain and review procedures, processes and services to ensure delivery of professional excellence within those services.</li> <li>• Work with senior management and key personnel across the diocese to set priorities, goals and timescales for service provision.</li> <li>• Understand the varying needs of the Education Team, CofE schools and other key agencies to provide appropriate quality and timely advice and support.</li> <li>• Successfully deliver high quality Education Services provision, and help the team work towards raising standards of education across diocese CofE schools.</li> <li>• Establish ways of eliciting feedback from key personnel and Education Services users and respond appropriately.</li> <li>• Advise on and/or adapt relevant policies, processes and procedures to improve Education services as appropriate to improve delivery of quality and timely Education services.</li> </ul>



	<b>Delivering at Pace</b> <ul style="list-style-type: none"> <li>• Help keep the Education Team's focus on team goals and priorities and promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation.</li> <li>• Maintain own levels of performance and ensure the most appropriate resources are available for colleagues to use to do their job effectively.</li> <li>• To manage own time effectively.</li> <li>• Regularly review own and team's work against key goals and service delivery expectations and act promptly to reassess workloads and priorities when managing conflicting demands.</li> <li>• Allow colleagues the space and authority to meet goals, providing additional support where necessary whilst maintaining overall delegated responsibility.</li> </ul>
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