



Generous Churches Making and Nurturing Disciples

School Development Adviser

Education Team

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York is a family of 607 churches and 125 schools in 470 parishes, which extends from Middlesbrough on the River Tees to Hull on the River Humber, and from the east coast of Yorkshire about as far west as the A1 road. Led and guided by the Archbishop of York, Dr John Sentamu, our vision is to be a family of Generous Churches Making and Nurturing Disciples.

The Education Team

The Diocese supports Church of England academies and schools located in seven local authorities between the Humber and the Tees. The role of the Diocesan Board of Education is to promote education consistent with the faith and practice of the Church of England throughout the Diocese, with specific responsibilities for supporting Church schools and academies and their governors. In order to do this effectively, it works with a wide range of bodies and organisations (including parishes, other dioceses, local authorities, Multi Academy Trusts (MATs), Teaching Schools' Council, NCTL, the Department for Education and the national Church of England Education Office) on any matter affecting Church schools and academies, their performance, their Christian ethos and their buildings.

The Diocese is also a member of DBE Services Ltd, a company formed by a group of northern dioceses for the marketing of educational services. This too extends the capacity of the education team to support school development and offers opportunities for members of the team to work collaboratively with professional colleagues from other dioceses on an ambitious range of projects and initiatives.

The diocesan education team is currently made up of full- and part-time officers, who also work regularly with a number of consultants and other educational partners. A significant amount of support for schools is delivered through our Service Level Agreement (SLA), which was introduced in 2008 and has proved to be very popular with a high level of take-up from schools: 123 of our 125 schools and academies have joined the current scheme. As a provider of schools and academies, the Diocese is increasingly held to account for their standards, so the shape of the team is evolving to ensure that it includes significant expertise in the field of school improvement.

In aiming to provide timely support for our schools and academies, the remit of the education team includes:

- having a pastoral concern for the staff, governors and pupils of the schools and academies;
- providing professional advice and assistance in the areas listed within our service level agreement;
- brokering school improvement services and signposting school leaders to wider health and well-being support as required;
- delivering the services listed within the service level agreement upon request to a high professional standard;
- responding promptly and courteously to requests for assistance;
- acting with discretion and safeguarding confidentiality;
- being responsive to individual schools and their distinctive ethos;
- acting with integrity and in accordance with Christian beliefs and values;
- promoting at all times the Church of England foundation and Christian ethos of the school.

The Opportunity

You will play an important role in the delivery of schools' entitlements under the SLA. This is an exciting, front-facing post, responsible for supporting and guiding school leaders, staff, governors and parishes as they develop their distinctive Christian character and values as church schools and academies in line with the diocesan vision and the wider Church of England's Vision for Education: Deeply Christian, Serving the Common Good.

You will offer challenge and support to schools preparing for, and responding to, SIAMS inspections; be a point of contact for pastoral support; and be well placed to make a positive contribution to the impact on outcomes for children and young people. You will help lead training for staff, governors and parishes on behalf of the Diocese and, as part of the education team, you will help frame the Diocese's strategic vision for working with our schools, academies and parishes.

To be successful in this role, you will have a strong track record in delivering school improvement as a senior leader, either from within a school setting or through wider engagement with schools, which has resulted positively on pupil outcomes. You will demonstrate the interpersonal skills to advise and facilitate the work of others and display a passion for supporting the work of the Diocese within school and parish contexts.

The post is based at our offices at Clifton Moor, York, but with scope for some work to be done from home. As our School Development Advisers work across the Diocese, the post-holder will be expected to work flexibly in order to support schools, at times outside normal office hours and also to travel as a part of everyday work. We are able to be flexible according to circumstances, and would consider applications for part-time employment.

Job Description

- To provide guidance and support in delivering and maintaining the Church of England's Vision for Education to our schools and academies.

- To undertake annual review and development visits to schools and academies under the Service Level Agreement.
- To provide training in the development of Christian distinctiveness for teachers, RE and Worship coordinators, headteachers and governors.
- To support schools in preparation for Statutory Inspection of Anglican and Methodist Schools (SIAMS), including their self-evaluation and action plans linked to the Church of England's Vision for Education.
- To provide support, advice and training to clergy and others working with Church or community schools and promote understanding of the value and importance of ministry through schools.
- To contribute substantially to the development and delivery of initiatives and programmes to develop Christian leadership (including governance) and to contribute to the development of diocesan resources, policies and guidance on RE, Collective Worship and the appointment of headteachers for Church of England schools and academies.
- To liaise with local authority and MAT colleagues on school performance and support for underperforming schools.
- To work with colleagues on monitoring standards in Church of England schools and academies and developing and implementing strategies to support school improvement.
- To offer support and offer advice to schools with headteacher/head of school appointments with attendance at initial meeting, shortlisting and interview.
- To work collaboratively with colleagues in the education team in developing strategies for school organisation and supporting their implementation.
- To gather and share examples of good practice and case studies related to RE, Collective Worship and the Church of England's Vision for Education.
- To liaise with the Church of England Education Office, local authorities, MATS and colleagues from other dioceses and educational organisations to support and develop the work of the Board of Education.
- To report to the Schools Committee and make presentations to the DBE as appropriate.
- To represent the Director of Education or the Diocese on statutory and other committees as requested by the Director e.g. MAT boards, strategic improvement boards, DBE Services, SACRE etc.
- Attendance at relevant meetings, and involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- To undertake such other duties as reasonably requested by the Director of Education.
- Contribute to the wider work of the Diocese, as appropriate.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

The post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Person Specification

Essential

1. Demonstrate a strong personal commitment to promoting education with a Christian purpose, and an understanding of the Church of England's Vision for Education: Deeply Christian, Serving the Common Good.
2. Qualified teacher status, together with a degree or equivalent qualification, and a commitment to continued professional development.
3. Leadership experience in a school or academy context, including experience of leading training.
4. Awareness of the value of Collective Worship and its role in enhancing the spiritual life of the school, as well as awareness of the SIAMS inspection framework.
5. Good understanding of curriculum and leadership (including governance), particularly in the primary phase, including issues relating to Religious Education and the provision for pupils' spiritual, moral, social and cultural development.
6. Sound understanding of developments in education, including around public policy and the growth of Multi Academy Trusts (MATs); and of principles around self-evaluation and school improvement.
7. Excellent written and verbal communication skills.
8. Able to influence and persuade; ability to relate well to a wide range of people including clergy, teachers, head teachers, governors, MAT colleagues, LA officers and pupils.
9. Good IT skills, including Word, Excel, Powerpoint and an electronic diary system.
10. A flexible, can-do approach and a practical approach to problem solving.
11. Self-motivated, well-organised and resilient; able to work to a high standard with minimum supervision, within a team context.
12. Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.

Desirable

13. A further qualification (e.g. MEd, NPQH, MBA etc).
14. Wider leadership experience such as school improvement partner, Diocesan Adviser or LA Adviser, and/or experience as a SIAMS inspector would be an advantage.
15. Experience of teaching or leading Religious Education in schools or academies.
16. A working knowledge of the Understanding Christianity resource and the locally agreed syllabus of the local authorities and diocesan guidance for RE.
17. An understanding of the role of governance in Church of England schools and academies and/or first-hand experience of governance.
18. Understanding of Church of England culture and structures.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Director of Education
DBS Disclosure	The post is subject to an enhanced Disclosure and Barring Service check
Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York
Hours	<p>The part-time working week is 21 hours per week.</p> <p>The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Some duties require travel within the Diocese of York, and on occasions, elsewhere in England</p>
Salary	The post is grade 3. Starting salary is from £24,343 pro rata (based on FTE £40,030) depending on experience (subject to review w/e April 2019).
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, YDBF employees are entitled to 5 weeks annual leave in any year. Part time employees are entitled to a pro-rata of the above based on their working week
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles)
<i>Non-contractual Benefits</i>	
Employee Benefits	Non-contractual benefits currently offered to include childcare vouchers, eye care vouchers, a cycle to work scheme, and a scheme offering discounts with a range of high street and online retailers, supermarkets, restaurants and leisure providers.
Pastoral Care	Our Diocesan Adviser and Co-ordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and or mediation if required