



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE

Diocesan Schools' Adviser - Job Description

Part-time role for 0.4fte

Purpose

As part of the Diocesan Education staff team, to work closely with the full-time Schools Adviser in leading, managing and co-ordinating work which encourages Christian distinctiveness in Anglican church schools, and the development of quality Religious Education and Collective Worship in the diocese, particularly in church schools, but also in community schools. To work closely with schools, clergy, parishes and other Diocesan staff to help to implement the Church of England's vision for education (Deeply Christian, serving the common good), the 'Growing Faith' initiative and the diocesan vision, Growing in God.

Responsible to the Diocesan Board of Education- Reporting to

The Diocesan Director of Education.

Key Connections

Chair and members of the Diocesan Board of Education (DBE), headteachers, governors (including foundation governors) and teaching staff in church schools, clergy and parish representatives, the diocesan education team, diocesan office staff, especially in Mission and Ministry, Keswick Hall Trustees, Norfolk Essex Suffolk Teacher Training (NESTT) and the Cathedral Learning Hub.

Key Responsibilities

The Schools' Advisers are responsible for a number of delegated areas of work:

1. The support of schools in effective teaching of Religious Education

- a. Promote and further develop the Emmanuel Project RE resource to schools within the county and beyond
- b. Visit, and maintain links with named RE subject leaders in Voluntary Aided (VA) schools, and former VA schools, and follow up SIAMS reports on effectiveness and attainment in RE
- c. Visit and keep in contact with named RE Subject Leaders in Voluntary Controlled (VC) schools and C of E academies e.g. through email, newsletters and RE network meetings, following up SIAMS reports on effectiveness of RE
- d. Run RE In-service training to enhance provision across the diocese, including induction of heads, subject leaders and Early Careers Teachers (ECTs) in church schools
- e. Make RE materials available to schools e.g. on the Diocesan website, via padlets and recommend new resources

- f. Develop resources for the effective teaching of RE
- g. Develop resources on spirituality and spiritual development for use by schools
- h. Liaise with Cathedral Learning Hub / clergy in promoting shared RE projects and enabling good support for RE from churches
- i. Respond to national Church of England initiatives on RE and update DBE / education team / schools on RE nationally and locally
- j. Involve talented RE leaders in work to extend and share their skills e.g. through writing projects, Farmington awards
- k. Encourage schools to be part of national RE schemes e.g. RE Quality Mark (REQM) and the local WIRE award (Widening Inclusivity in RE) from Suffolk SACRE

2. The support of schools in delivery of quality Collective Worship (CW)

- a. Encourage conversation about CW with heads, teachers, governors and clergy
- b. Raise profile of CW in schools
- c. Offer training which supports church schools in their CW and follow up SIAMS reports on CW in all church schools
- d. Run in-service training for all schools to enhance CW provision across the diocese and contribute to training of ministers in appropriate CW in schools
- e. Develop resources for effective CW
- f. Upload CW support materials to the Diocesan website, via padlets and recommend new resources
- g. Update DBE and schools with national and local developments in CW
- h. Model delivery of CW in schools, as appropriate
- i. Support the development of 'Open the Book' and encourage training and monitoring of those visiting schools for CW
- j. Develop resources on Christian spirituality and spiritual development

3. The support of schools in developing and maintaining a distinctive Christian ethos as required by the Church of England / SIAMS

- a. Develop, gather and promote ideas and materials to help schools in this area, especially in the development of a school Christian vision
- b. Use the Church School Leaders' Conference and other events to share national initiatives from the National Society for Education in relation to Christian ethos
- c. Work with other members of the education team to support church schools

4. Growing Faith

- a. Work with colleagues from across the diocese to implement the Church of England's 'Growing Faith' initiative and develop imaginative ways of working with schools, clergy and parishes
- b. Contribute towards the diocesan vision: Growing in God
- c. Help to implement the Church of England's vision for education (Deeply Christian, serving the common good)

Other areas of work

The Schools' Adviser is expected to:

- attend education team meetings
- attend other diocesan meetings as required
- keep abreast of developments with SIAMS and the National Society for Education
- liaise with other Suffolk RE providers
- provide training for school governors on RE and CW as required

- offer training to clergy and others as part of ministry formation
- be up-to-date with school curriculum developments which affect CW and RE

Staff Development and Support Scheme

The Diocesan Schools' Adviser is required to be involved in a process of regular review and appraisal for professional development in line with Diocesan Board of Finance (DBF) policy.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge and Experience	<ul style="list-style-type: none"> • Good understanding of curriculum and leadership in the primary phase • Successful experience as a middle leader in the primary phase • A proven track record of improving performance and delivering results • Understanding of the SIAMS inspection framework • Awareness of current developments in education 	
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • A degree or equivalent qualification 	<ul style="list-style-type: none"> • Theological qualifications
Skills and Abilities	<ul style="list-style-type: none"> • Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines • Excellent written and verbal communication skills • Well- developed interpersonal skills and ability to established good working relationships with a wide range of people and organisations • Good ICT skills 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to Church of England schools • Commitment to the wider mission of the church 	

	<ul style="list-style-type: none"> • Commitment to being a member of a team • A self-starter, able to work creatively, take initiatives and see them through • Commitment to continuing professional development • Flexibility and resilience in adapting to change and challenge • Ability to keep information confidential 	
Circumstances	<ul style="list-style-type: none"> • The ability to travel regularly throughout the diocese • The ability to work outside normal office hours 	

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility and team working is required. The post-holder is expected to carry out other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Salary	£21,392 (FTE £53,480)
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme after three months of employment.
Hours of work	14 hours pw – 0.4 FTE TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager.
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month

Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ
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