



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE

Diocesan Schools' Adviser - Job Description

Purpose

As part of the Diocesan Education staff team, to support the Director and Deputy Director of Education by 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, Keswick Hall Trustees, Standing Advisory Council on RE (SACRE), Association of RE Inspectors, Advisers and Consultants (AREIAC), South Eastern Diocesan Schools' Advisers, Norfolk Essex Suffolk Teacher Training (NESTT), Cathedral Learning Hub, Diocesan Children's Officer and Diocesan Youth and Young Adults Officer.

Key Responsibilities

The Schools' Adviser is 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. Liaise with Cathedral Learning Hub / clergy in promoting shared RE projects and enabling good support for RE from churches
- h. Respond to national Church of England initiatives on RE and update DBE / education team / schools on RE nationally and locally
- i. Involve talented RE leaders in work to extend and share their skills e.g. through writing projects, Farmington awards
- j. 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 C of E Education Office in relation to Christian ethos
- c. Work with other members of the education team to support church schools

4. Growing Faith

- a. Be the lead within the education team on implementing the Church of England's 'Growing Faith' initiative, working with colleagues from across the diocese and developing 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
- attend regional (South Eastern) / national meetings of Diocesan Schools' Advisers and keep abreast of developments with SIAMS and the C of E Education Office

- be an active member of SACRE, if required, representing the C of E / or advising the C of E members
- 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 • 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 	

GENERAL INFORMATION

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The post is at Band E Point 5 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, currently £51,922 per annum.
Term	Permanent
Pension provision	If eligible, Membership of the Church of England Pension Builder 2014 Scheme, following completion of probation period.
Hours of work	Full time 35 hours per week. Some flexible working is required e.g. working some evenings on occasion. TOIL (time off in lieu) may be granted for evening working to be agreed with line manager. Part-time and term- time only applications are also welcomed..
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas. Additional annual leave may be purchased.

Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 3 months.
Place of work	The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ and required to travel throughout the diocese .
Other	<p>In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practising Christian.</p> <p>The appointment is subject to an enhanced DBS check in relation to the requirements of this role.</p> <p>Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese. Current mileage rate is 45p per mile.</p>

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.

For an informal conversation please contact: Jane Sheat, Diocesan Director of Education on 07884 232231.

For an application form, job description and further details, please see our website- <http://www.cofesuffolk.org/vacancies>

Please note: Applications will only be accepted on our DBE application form. Please do not apply directly from online jobsites or send CVs.

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: Monday 29th April 2024 at 5pm

Interview Date: Friday 17th May 2024