



- JOB TITLE:** Schools Advisor
- LOCATION:** The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
- GRADE:** Grade 7
- REPORTING TO:** Deputy Director of Education

PURPOSE OF JOB

Support, advise and challenge leaders and governors of church schools, in order to promote and develop their Christian Distinctiveness; in particular the provision of Religious Education (RE), Collective Worship and SMSC (Spiritual, Moral, Social and Cultural development), developing training and resources and facilitating effective school to school support. Represent the Diocesan Board of Education (DBE) locally and nationally in matters relating to RE and Collective Worship and uphold the Diocesan guidance, process school and academy governance appointments and prepare information and briefings on their specific responsibilities. Uphold the Diocesan guidance over the composition of school governing bodies and to liaise with stakeholders over Instruments of Government and the appointment of Foundation governors.

PRINCIPAL ACCOUNTABILITIES

1. Promote effective teaching and subject leadership of RE in diocesan church schools through supportive visits, the facilitation of networks and inter-school collaboration and develop a breadth of RE training opportunities for community, church and independent schools
2. Promote high quality, creative Collective Worship for primary and secondary aged pupils and students
3. Support schools to develop effective policy and practice to facilitate the Spiritual development of pupils and staff.
4. Be attentive to emerging practice and national initiatives in RE, Collective Worship and SMSC, and plan updates and training for clergy and schools as appropriate
5. Engage in the work of SACRE and other RE organisations, liaising with Local Authority advisers and other faith representatives, in particular offering advice and support to Church of England nominations on Kent SACRE
6. Monitor Schemes of Work presently in use in church primary schools, ensuring that staff and governors are fully aware of diocesan expectations and their statutory responsibilities

7. Contribute to the planning and delivery of forward-thinking and inspiring training for school staff, governors, RE/Worship co-ordinators, clergy and lay workers
8. Write/update diocesan policies for RE and Collective Worship
9. As an Officer of the DBE, promote and ensure best safeguarding practice, reporting all relevant safeguarding incidents to the Diocesan Safeguarding Adviser(s). As a senior adviser the postholder will ensure that they are conversant with the requirements of Keeping Children Safe in Education and Diocesan Safeguarding Procedures.
10. Process school and academy governance appointments, liaising with stakeholders over Instruments of Government and the appointment of Foundation governors
11. Provide support and training for foundation governors.
12. Attend OFSTED and SIAMS inspection feedback meetings

SKILLS AND EXPERIENCE

Essential

- Educated to degree level with QTS
- Significant experience of successful leadership in RE or Collective Worship in a primary or secondary school setting, with a proven track record of improvement.
- Experience of education in a Church of England school
- Knowledge and understanding of Christian ethos and practice in Church of England schools
- A secure vision for deepening understanding of religion and worldviews within school communities, and able to offer a rationale for the place of RE in a pluralist society
- Working knowledge of the SIAMS framework, RE Statement of Entitlement and current practice and curriculum in RE teaching
- Demonstrable ability to build strong, sensitive relationships at all levels, including partnerships with other stakeholders in education
- Strong organisational skills, with the ability to plan and prioritise complex work schedules and react to changing or completing demands
- Ability to speak knowledgeably about their area of expertise and inspire others
- Demonstrable evidence of working effectively as part of a team
- Commitment to the inclusiveness and community focus of Church schools, also recognising possibilities for mission and ministry
- Ability to access all schools within the diocese
- Enhanced DBS check

Desirable

- Evidence of relevant post-graduate study or research
- Experience of delivering training (adult learning/professional development)
- Understanding of children and young people's spirituality
- Ability to undertake diligent research, then consult and collaborate in relation to forming policy and procedures
- Familiarity with the structures and culture of the Church of England
- Experience as a school governor

The post holder will, at times, be the public face of the Diocese, it is considered that there is a Occupational Requirement (OR) for the postholder to be a communicant member of the Church of England, or of a Church in communion therewith or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England, or of a member Church of the Evangelical Alliance.

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

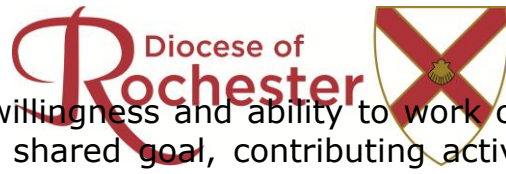
Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.



Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.