

**DBE Schools’ Adviser**

 **Chester Diocesan Board of Education**



**Application Pack**

**July 2024**

**DBE Schools’ Adviser**

**Part time (0,6) – 21 hours per week (3 days)**

**£29,385 (PTE) based on a Full-Time Equivalent (FTE) salary of £48,975**

The role will be based at Church House at the Diocesan offices in Daresbury Park, Warrington, with travel around the Diocese. There is the availability of up to 40% hybrid working in agreement with and at the discretion of the line manager.

**Job Profile**

A key member of the Diocesan Education team, working in conjunction with the School Effectiveness Officer, providing strategic leadership that promotes and delivers educational excellence and effectiveness across our Church of England schools and academies in the Chester Diocese.

 **Background**

This newly created post is an exciting opportunity to work as a key member of the Diocesan Board of Education (DBE) team and reflects the increased commitment and heightened profile of our work in supporting school leaders across our 115 church schools and academies.

This post is ideally suited to an experienced, senior leader who can demonstrate a proven track record in highly effective school leadership and school improvement, with a particular focus on the primary phase. The successful candidate will work closely with the DBE’s School Effectiveness Officer and the Diocesan Director of Education in shaping education provision and achievement across our church Multi-Academy Trusts and the nine local authorities that we serve.

The role of the Chester 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.

Chester Diocese has 115 Church of England schools, 36 are Voluntary Controlled, 46 are Voluntary Aided (three of which are joint Catholic/C of E schools), 33 are Academies. Six of the schools are secondary schools (one joint Catholic/C of E, one also supported by the Diocese of Liverpool) and the remainder are primary.

There are nine local authorities with which we work: Cheshire East, Cheshire West and Chester and the Wirral are entirely within the Diocese, Halton and Warrington are shared with the Diocese of Liverpool, Trafford, Stockport and Tameside are shared with the Diocese of Manchester, Derbyshire is shared with the Diocese of Derby.

The Diocesan education team, based at Church House, Daresbury, and is made up of full- and part-time officers (7.6 FTE, including the Director), who also work with a small number of consultants and other educational partners. Significant support for our schools is delivered through our ‘Family of Schools’ partnership, which includes bespoke support, DBE officer visits and a wider choice of training and courses. All 115 of our schools are Family of Schools members.

**Job Description – DBE Schools’ Adviser**

To support the strategic development of the Diocesan Board of Education’s vision for a deep and distinctive Christian character, identity and practice in our church schools, with a particular focus on educational excellence and effectiveness.

DBE Schools’ Adviser

* To provide guidance and support in delivering and maintaining the Church of England’s Vision for Education to our schools and academies.
* To support the work of the DBE, working closely with the work with the School effectiveness Officer (SEO), the Diocesan Director of Education (DDE) and the Education team in school effectiveness.
* To monitor and evaluate the effectiveness of Church schools and academy provision through Ofsted and SIAMS reports and by scrutinising performance data, assessing performance trends over time and the progress of different groups of pupils.
* To work with the SEO in early identification of schools where achievement (attainment and progress) is vulnerable and providing or signposting to support.
* Along with the SEO, to represent the Diocese on school reviews and to attend inspections, including the end of inspection feedback.
* To deliver annual Family of School visits, supporting headteachers and school leaders with their priorities through the lens of being a church school and Christian distinctiveness.
* To gather and share examples of good practice in school improvement in line with the Church of England’s Vision for Education.
* Work in partnership with the SEO, and attend meetings of the Local Authorities, DfE, Regional School Commissioners and Ofsted / HMI as required by the Director.
* To contribute to the DBE’s programme of CPD, inset and training for teachers and senior leaders in the areas of leadership, teaching and learning, assessment and the curriculum.
* To participate in the DBE’s arrangements for visiting and supporting headteachers’ pastorally and supporting schools in the self-evaluation process.
* To lead the on-going development of special interest groups and networks, reporting their development to the DBE and the Distinctiveness, Standards and Governance (DSG) Committee, whilst also disseminating the good practice and outcomes across Diocesan schools.

General Requirements

* To report to the DSG Committee and Diocesan Board of Education as required, including the preparation and presentation of reports.
* To liaise with the Church of England Education Office, local authorities, academy trusts and colleagues from other dioceses and educational organisations to support and develop the work of the DBE.
* Attendance at relevant meetings, and involvement in wider 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.

**Applications**

Interested applicants are invited to complete an application form, along with a supporting letter, explaining how your skills and experience have prepared you for this role and how you would plan to develop it further (referring to this application pack, no more than 2 sides of A4). Applications should be sent to the Director of Human Resources liz.geddes@chester.anglican.org

Please note that the closing date for this post in 12pm on Friday 6th September, with interviews scheduled for Friday 13th September. The proposed start date is January 2025 or sooner if possible.

For an informal discussion about this role, please do not hesitate to contact Chris Penn, Director of Education on 07540 722667 or chris.penn@chester.anglican.org

**Person Specification: DBE Schools’ Adviser Officer July 2024**

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| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **Faith Commitment** | * Demonstrate a strong personal commitment to promoting education with a Christian purpose.
* Committed to promoting Church schools and academies at the heart of the Church’s mission.
* A willingness to adhere to the Church of England ethos.
 | * A practising and worshipping member of a church affiliated to Churches Together in Britain and Ireland.
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| **Qualifications** | * Qualified teacher status, together with a degree or equivalent qualification
* A commitment to continued professional development.
 | * Further relevant qualifications (e.g. MEd, NPQH, MBA etc).
* Evidence of recent and relevant Continuing Professional Development.
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| **Experience of the Education Sector** | * Proven experience at a senior leadership level in a primary church school or academy.
* Primary phase experience, supporting school improvement priorities with an understanding of Ofsted and SIAMS frameworks.
* Proven experience of working with a wide range of external partners.
 | * Wider leadership experience such as school improvement Partner, Diocesan Adviser or LA Adviser.
* Experience of headship in a primary church school or academy.
* Experience of leading and improving vulnerable schools.
* Demonstrable experience and expertise in developing church school distinctiveness.
* Experience of leading professional development training.
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| **Skills** | * Inspirational ability to challenge, motivate and empower others to secure Church school excellence in educational opportunities.
* Ability to assess and evaluate effectiveness of education to identify areas for improvement and/or excellent practice.
* Proven ability to interpret school performance data accurately and to use it successfully as a basis for developing strategies for school improvement.
* Committed to the personal and professional development of others, including the ability to give and receive effective feedback.
* Demonstrate highly professional leadership skills and qualities including integrity, wisdom and compassion.
* Excellent written (word processing) and verbal communication skills, including the ability to compile and present reports.
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| **Professional Knowledge**  | * An understanding of the Church of England’s Vision for Education and the work of the Church of England Education Office (CEEO).
* Current knowledge and understanding of pedagogy, curriculum development and assessment practice as appropriate to a phase of education.
 | * Good understanding of current educational policy in respect of leadership and accountability structures.
* Familiarity with LA and DfE structure, including the academies and MAT landscape.
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| **Personal Attributes** | * A flexible, can-do approach and a practical, strategic approach to problem solving.
* Self-motivated, well-organised and resilient; able to use initiative to work to a high standard with minimum supervision, within a team context.
* Good communicator with excellent interpersonal skills.
* Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
* Personal integrity and ethical decision making, willing to take responsibility for actions and consequences.
* Full, clean driving licence and access to a car, enabling regular and flexible travel throughout the Diocese.
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An enhanced DBS Disclosure will be required.

DBE Schools’ Adviser

Summary of Terms and Conditions

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| --- | --- |
| Employer | Joint Employer - The Diocesan Board of Education and The Diocesan Board of Finance (DBE / DBF) |
| Line Manager | Director of Education |
| Hours | The post is part time (0.6), 21 hours / 3 days per week.The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. |
| Salary | £29,385 (Part-Time Equivalent), which equates to a full-time salary of £48,975  |
| Location  | The post is based at the Diocesan offices at Church House, Daresbury Park, Warrington but will include travel across the Diocese and at times further afield. There is the availability of up to 40% hybrid working in agreement with and at the discretion of the line manager.  |
| Pension | The DBE/DBF offers a generous contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. |
| Holidays | In addition to the eight Bank and Public Holidays, employees are entitled to 25 days annual leave in any year. This is calculated pro-rata for part-time posts. |
| DBS Disclosure | The post will be subject to an Enhanced Disclosure and Barring Service check |
| 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 and 25p per mile thereafter) |



**CONFIDENTIAL**

Chester Diocesan Board of Education

& Chester Diocesan Board of Finance

**APPLICATION FOR THE POST OF**

**DBE SCHOOLS’ ADVISER**

 **Date**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname of applicant (CAPITAL LETTERS): |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, Ms, etc): |  |
| Address: | Telephone No (home): |
| Telephone No (work):May we contact you at work?  |
| Post Code:Email: | National Insurance No: |

**EMPLOYMENT EXPERIENCE**

Most recent post

|  |  |
| --- | --- |
|  Name & Address of current or most recent Employer  | Post Held  |
| From: |  | To: |  |
| Salary  |
| Please state notice period and/or earliest start date |
| Tel No.  | Reason for wishing to leave or for leaving  |
| Please summarise the main duties and responsibilities. |

**PREVIOUS EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer (most recent first) | Post Held and main roles | DatesFrom - To | Reason for Leaving |
|  |  |  |  |

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| **ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION****Please give details of your relevant skills, experience, knowledge and achievements, demonstrating how you meet the requirements of this post, referring to the job description and the person specification.** ***This can be provided as a separate document (no longer than two sides of A4)*** |

**EDUCATION AND TRAINING**

**a) Secondary education, further and/or higher education, giving most recent qualifications first**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/University/Other  | Qualification and subject(s) | Level | Grade | Year obtained |
|  |  |  |  |  |
| **b) Qualification(s) currently being undertaken** |
| Institution/Provider | Qualification/ Subject(s) | Level | Exam | Finish date |
| **c) Relevant training and non-qualification courses attended** |
| **d) Membership of Professional Body(ies)/ Professional Qualification(s)** (if more than one, please list all) |
| Name of Professional Body(ies) | Qualification(s) | Membership level | Registration No | Date obtained |

**REHABILITATION OF OFFENDERS ACT**

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| Under the provisions of the above Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’. However, some posts are **exempt** from the above Act. If a post is indicated as being exempt, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’. |
| Have you ever been convicted of a criminal offence? | Yes |  | No |  |  |
|  |  |  |  |  |  |
| Do you have any criminal charges or summonses pending against you? | Yes |  | No |  |  |
| **Having a criminal record will not necessarily bar you from working with us.** |

**SPECIAL REQUIREMENTS**

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| The Equality Act defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Taking this definition into consideration, do you consider you have a disability? | Yes |  | No |  |  |
|  |  |
|  |  |
| If YES, please describe any equipment you may need or adaptations that you consider may need to be made to accommodate your disability (ies) if you are appointed to the post. |
| If you are short listed, please describe any special arrangements which you should like to be made for your interview |

**REFEREES**

Please give the names of ***two*** persons, not related to you, who are able and willing to provide up to date information on your

qualifications, experience and skills. One should normally be your present (or most recent) employer, or if you have not been

employed, a referee related to relevant community or voluntary work or, if appropriate, your head teacher or lecturer / college tutor from your last school or college or university.

We reserve the right to contact your present / last employer if an offer is made and accepted.

 **References may be taken up prior to interview, unless you have specifically requested otherwise in the section below**

|  |  |
| --- | --- |
| Name and Title | Name and Title |
| PositionWorking relationship (if any) | PositionWorking relationship (if any) |
| AddressTel No:Email | AddressTel No:Email  |
| May we contact prior to interview?  | Yes |  | No |  |  | May we contact prior to interview?  | Yes |  | No |  |  |
|  |

**OTHER DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold a full driving licence? | Yes |  | No |  |  | Do you have access to a car? | Yes |  | No |  |  |

|  |  |
| --- | --- |
| Please state where you first learned of this vacancy |  |

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| --- | --- | --- | --- | --- | --- |
| Are you, to your knowledge, related to any member of the Diocesan Board of Education, Diocesan Board of Finance or any holder of senior office with the Board or Diocese? | Yes |  | No |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| If yes, please state the person(s) and relationship(s) |  |

**DECLARATION**

* *I understand that an offer of appointment will be subject to references satisfactory to the Diocese*
* *I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to dismissal without notice.*
* *I declare that the information I have given is, to the best of my knowledge, true and complete.*
* *I agree that the information may be used for registered purposes under relevant Data Protection legislation (NOTE personal information will not be passed to other organisations without your prior consent)*

To the best of my knowledge and belief the information contained in this form is accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**NOTES FOR APPLICANTS:**

Before signing this form, please check that every section has been completed.

The form and supporting letter/statement should be returned by email to: liz.geddes@chester.anglican.org

Or by post:

Director of Human Resources

Church House

5500 Daresbury Park

Daresbury

Warrington WA4 4GE

 to arrive not later than 12pm on Friday 6th September 2024

 Interviews will take place on Friday 13th September 2024

Envelopes should be marked **“Confidential”**.