**Challenge Partner – Job Description and Person Specification**

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| The Office 🞟 Moat Farm 🞟 Marsh Lane 🞟 Stoke Mandeville 🞟 Bucks 🞟 HP22 5UZ | |

**Job Title:** Challenge Partner

**Reporting to:** Director of Education

### Job Purpose

The role of Challenge Partner is expected to contribute to the achievement of the ODBST’s vision by sharing responsibility with the shared service team, Director of Education and Chief Executive for the highest standards of education and the development of core values in ODBST schools.

### Principal Accountabilities

* Support the development of ODBST schools as providers of high quality educational standards
* Play a key role in the effectiveness of ODBST services and operations
* Participate in the formulation and delivery of ODBST Education Policy and training materials

1. **Support the development of ODBST schools as providers of high quality educational standards by:**

* Contributing to improving standards within schools through the provision of school improvement advice such as analysis of performance data, performance management of head teachers, providing professional development, coaching, mentoring, carrying out school reviews, action planning and monitoring etc.
* Support the development and maintenance of effective school improvement systems and strategies to ensure any underperformance (both academically and in other ways) in schools is identified early on and appropriate actions are taken promptly.
* Challenge and support schools to increase progress and raise standards via accurate analysis of all available data and support the outcomes of Ofsted inspections and, where appropriate, SIAMS inspections, through work to improve self-evaluation and developing leader’s skills.
* Supporting, advising and challenging head teachers, governors and staff of ODBST schools, through regular personal visits and other means of communication, in order to promote and develop the distinctiveness and effectiveness of ODBST schools.
* Providing in-service training for head teachers, staff and governors on a range of subjects, with a focus on establishing an effective and Christian response to the key issues in current educational thinking.
* Supporting subject leader training sessions taking on the responsibility of leading some of these around inclusion, especially SEND and disadvantage.
* Liaising with senior leaders and school governors in cluster/hub groups, including community schools, to foster effective internal ODBST and inter-school links.
* Contributing to the development of appropriate resources to support the work of schools.
* As appropriate, provide advice and support to head teachers and governors around the support for vulnerable groups of pupils, including SEND and PP pupils, so that their needs are championed and identified gaps are narrowed.
* Advising governing bodies during the appointment of head teachers and senior leaders, liaising with local authority colleagues as appropriate.

1. **Play a key role in the effectiveness of ODBST services and operations by:**

* Ensuring effective communication with other members of the ODBST team through written visit notes, verbal updates etc. to ensure all aspects of work are recorded in a timely fashion and can be supported by others in their own work.
* Facilitating new opportunities for ODBST schools from local, regional and national education partnerships, strategies and programmes.
* Supporting the development of ODBST’s resources for schools.
* Contributing to sound financial management of ODBST by effective financial planning of activities such as training.
* Contributing to the ODBST strategic priorities as identified in the strategic plan.
* Maintaining a good understanding of relevant legislation and government policy relating to the structures and leadership of schools.
* Appropriate liaison with other diocesan departments to support the work of the wider Diocese.

1. **Participate in the formulation and delivery of ODBST Education Policy and training materials by:**

* Working with the Director of Education and other officers in ensuring that ODBST’s policies are up-to-date, relevant, developmental and supportive.
* Ensuring that ODBST’s policies are understood and shared with school leaders and governors, clergy, diocesan partners, local authorities, community schools and inspectors.
* Developing appropriate training materials and delivering effective training to school leaders as required.
* Contributing to the work of ODBST committees as appropriate.

**PLANNING AND ORGANISATION**

The post holder will:

* Regularly visit each ODBST school designated to him/her by the Director of Education to assist and advise on a range of matters that are raised by the head teacher, concerning the leadership and management of the school and the operation of its education tasks, reporting and recording such visits in a timely fashion.
* Analyse the effectiveness of ODBST schools and provide advice and challenge in situations to develop ‘excellent’ schools and develop academic and spiritual, moral, social and cultural outcomes.
* Advise governing bodies in relation to the appointment of head teachers and some senior staff, liaising with LA officers where appropriate; attending governors’ meetings to assist in the preparation of job descriptions/person specifications, together with the process of short listing and interviewing.
* Provide advice and support, including training, for the provision of leadership training and in areas such as SEND, disadvantage and other vulnerable groups as identified within our schools utilising the principles behind character education and the values of the ODBST.
* Provide advice and support to head teachers and governors before and after an inspection.
* Represent ODBST on LA or other committees where required.

**CONTACT WITH OTHERS**

The post holder will on a day to day basis be accountable to the Director of Education in all matters and will liaise with ODBST colleagues and stakeholders, head teachers, chairs, governors, board members, local authority officers/advisors, registered inspectors, DfE officers, building professionals, clergy and officers of other boards within the wider Diocese.

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

Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder must be committed to the organisation’s vision and values.

**Person Specification**

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| **Qualifications:** | **Essential** | | **Desirable** | |
| * + Educated to Degree level or equivalent |  | |  | |
| * + Qualified Teacher Status   + NPQH/NPQEH or equivalent qualifications |  | |  | |
| * + Qualified Ofsted Inspector |  | |  | |
| **Knowledge and Skills:** |  | |  | |
| * Ability to understand and disseminate complex pieces of legislation and Codes of Practice * Ability to think creatively, to work strategically, and to anticipate and solve problems * Excellent communication skills * Excellent classroom practitioner with knowledge of EYFS, Key Stages 1, 2 and SATS tests * Understanding of national expectations of attainment, floor standards and expectations of pupil progress. * Understanding of the needs of vulnerable groups, especially SEND and PP. * Knowledge and understanding of recent legislation and effective research in supporting the needs of SEND and disadvantaged pupils. * The ability to self-motivate, prioritise, plan and organise * Honesty, personal integrity and ethical decision making; taking responsibility for actions and consequences * The ability to secure and maintain good working relationships with colleagues and make an excellent contribution to team working; builds and maintains good relationships with others * Good understanding of education regulations, management and other issues affecting schools * Good presentation skills * Evidence of ongoing professional development * ICT literate and willing to embrace new technologies * Full clean driving licence holder with access to the use of a vehicle |  | |  | |
| **Experience:** |  | |  | |
| * Proven track record as a head teacher or senior leader in a primary school or in recent advisory/consultancy work * Evidence of improving a school in challenging circumstances * Evidence of raising outcomes for SEND and disadvantaged pupils * Proven experience of building and maintaining effective relationships with a wide range of stakeholders * Experience of collaborating and networking with others locally and nationally * School improvement experience whether within a school or at an advisory level * LLE experience * Experience of managing effective safeguarding practices and promoting the welfare of children and young people |  | |  | |
| **Personal Attributes:** | |  | |  | |
| * Have high expectations for themselves and the people they work with | |  | |  | |
| * Be committed to providing a high quality service to the academies | |  | |  | |
| * Be adaptive and responsive to change | |  | |  | |
| * Possess excellent written and oral communication skills | |  | |  | |
| * Have high level interpersonal skills with the ability to inspire and motivate others | |  | |  | |
| * Be creative in their approach to problem solving | |  | |  | |
| * Ability to design and deliver effective training | |  | |  | |
| * Be able to influence effectively at all levels of an organisation | |  | |  | |
| * Be an excellent team player | |  | |  | |

**General Information**

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| **Remuneration** | Subject to experience, FTE salary £47,500 - £52,500 per annum |
| **Hours of work** | Working hours per week will be stated in the statement of particulars of employment, but a flexible approach to working is expected with attendance at some evening meetings required. |
| **Place of work** | Based at the Office, Moat Farm, Marsh Lane, Stoke Mandeville, Buckinghamshire, HP22 5UZ with significant travel across Buckinghamshire and Milton Keynes required. Possibility to work from home on occasion. |
| **Holidays** | 24 days annual leave plus public holidays, pro rata. Time off should be taken during school holidays except with the explicit approval of the Chief Executive. |
| **Pension Provision** | Local Government Pension Scheme (LGPS) 2014 |
| **Probation period** | Six months, during which time progress is regularly reviewed and the period may be extended. |
| **Notice period** | During probation, one month and thereafter, two months from either side, or the statutory minimum (whichever is greater). |
| **Circumstances** | * Travel across Buckinghamshire and Milton Keynes * Travel to national and regional training and networking events * Full driving licence with access to, and willingness to use own vehicle, to undertake travel for ODBST with expenses reimbursed. Or another means of transport is needed * Offer of appointment will be subject to a successful DBS certificate and safer recruitment checks. |

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