

School Adviser:
Primary Leadership

Come and join us



Dear Colleague,

Thank you for showing an interest in our vacancy. Have you been considering your next step from headship? Do you still have the drive and desire to provide the best for young people and to make a difference to their lives?

We are looking to appoint an experienced and successful primary headteacher to join our highly effective team of advisers. As a team, we provide support and challenge to school leaders, promoting educational excellence in our family of 240 church schools and academies.

This is an exciting time to join our team. We are delighted to say that our positive reputation is growing across the region and as a result our portfolio of schools grows year on year. Our service is growing too, we provide an increasing repertoire of training and additional services in response to requests from schools.

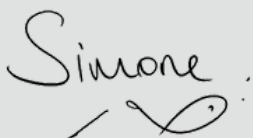
As well as a proven track record in primary church school leadership, we are looking for somebody who is keen to develop professionally and willing to contribute fully to the wider work of our team. We work openly and collaboratively in a culture of mutual support.

All of our advisers were successful church school headteachers and so we know what it is to take the leap. We hope that you find the information in this pack useful. Please feel free to contact us if you want more information or have any questions.

With every blessing,



Canon Richard Noake
Diocesan Director of Education



Simone Bennett
Diocesan Deputy Director of Education



About Us

The Diocese of Leeds

The Diocese of Leeds is geographically the largest diocese in the country. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 240 schools and the Education Team work in partnership with nine local authorities and eleven multi-academy trusts.

Diocese of Leeds Board of Education - Our Vision for Education

The Diocesan Board of Education plays a vital role in helping to fulfil the vision of the Diocese of Leeds: Loving. Living. Learning. Everything we do is also shaped by the Church of England's Vision for Education: Deeply Christian, Serving the Common Good. Called by God, we aim to nurture Christian hope and high expectations in everyone who is involved in education across our Diocese.

Our ambitions:

- To inspire children, young people and adults with Jesus' promise of "life in all its fullness" (John 10.10).
- To support those who work in schools, colleges and universities in nurturing the whole human person, through encouraging spiritual, intellectual, emotional, physical, moral and social development.
- To offer a deeply Christian vision of human flourishing for all in which schools and other institutions serve the common good, setting high expectations of achievement within a holistic and whole-life framework.

Our priorities:

- Loving – To respect and encourage each individual as a person wonderfully created in the image of God and deeply loved by God.
- Living – To offer an example of living the Gospel in each learning community, inspired by God's love for us and our love for one another.
- Learning – To serve our whole community by offering the highest quality learning experience to students of all ages, promoting wisdom, knowledge and skills.



About the role

The principal tasks will include working with and reporting to the Director and Deputy Director of Education to:

- Take a lead role in creating, implementing and sustaining significant aspects of Church school development, improvement and effectiveness.
- Hold a portfolio of Church of England Schools / Academies, building strong professional relationships with them to enhance and enrich the distinctive learning opportunities for all.
- Contribute and bring expertise to the Diocesan Education Team including supporting, planning and delivery of its distinctive professional development and training.
- Respond to diocesan, local, regional and national educational strategy and initiatives, under the direction of the Director of Education.

The post will offer opportunities for professional development and the post holder will be encouraged to take a leading role in the formulation and delivery of Diocesan education policy and practice.

Our team is based in Church House, modern offices in the centre of Leeds. However much of your work will be based from home and regular, extensive travel across the Diocese is an expectation.



'This is an exciting time to join our team.'

Hours

This post is full time (35 hours per week) but mimics the work of school leaders in the way it will ebb and flow across the school year. There will be a requirement to work some evenings. Holiday entitlement includes 30 days' annual leave plus bank holidays, plus four customary days a year (between Christmas and New Year).

Salary

A competitive package includes a competitive annual salary of £52,990, reimbursement of car and travelling expenses, an 8% non-contributory pension with up to an additional 5% matched contributions.

The Diocese of Leeds is proud to be a Living Wage Employer


Safeguarding

An Enhanced Disclosure and Barring Service check is required.

Equal Opportunities

Leeds Diocesan Board of Finance (The Board) is committed to providing equal opportunities in employment and the workplace and in avoiding unlawful discrimination. Accordingly, the Board will ensure that recruitment and selection, training and development, and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, class or caste, religious belief or lack of religious belief (unless this is an occupational requirement), disability, trade union membership or non-membership, gender or sex, sexual orientation, marital status, age, responsibility for dependents or being a part-time or fixed-term worker. The Board's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

To download a copy of our policy for the recruitment of ex-offenders from the diocesan website, please click on the link: <https://www.leeds.anglican.org/vacancies>

A photograph of a man with a beard and a young boy in a school setting. The man is smiling and looking at the boy, who is also smiling. They are both wearing white shirts. The background is blurred, showing other people in a classroom. A decorative wavy line in blue and pink is overlaid on the top of the image.

'We work openly and collaboratively in a culture of mutual support.'

Job Profile and Description

JOB TITLE: School Adviser: Leadership

ACCOUNTABLE TO: Director of Education

LINE MANAGED BY: Deputy Director of Education

KEY RELATIONSHIPS: Internal

- Other members of the Diocesan Education Team
- Diocesan Board of Education (DBE): Chair and Members of the Board Diocesan Bishop, Area Bishops and Archdeacons
- Diocesan Secretary
- Diocesan Communications Team Parish Clergy on Governing Bodies

KEY RELATIONSHIPS: External

- Church Schools and Academies in the Diocese: Headteachers / Leaders, Governors, Multi-Academy Trust CEOs and Trustees;
- Local Authorities: Director of Children's Services / Assistant Directors
- / LA Officers;
- DfE / Ofsted / HMI / RSCs;
- National College / Teaching School Alliances / National and Local Leaders of Education;
- Church of England Education Office: Chief Officer, Leads for: School Effectiveness / RE / SIAMS / Governance (as appropriate);
- Other Diocesan Education Teams

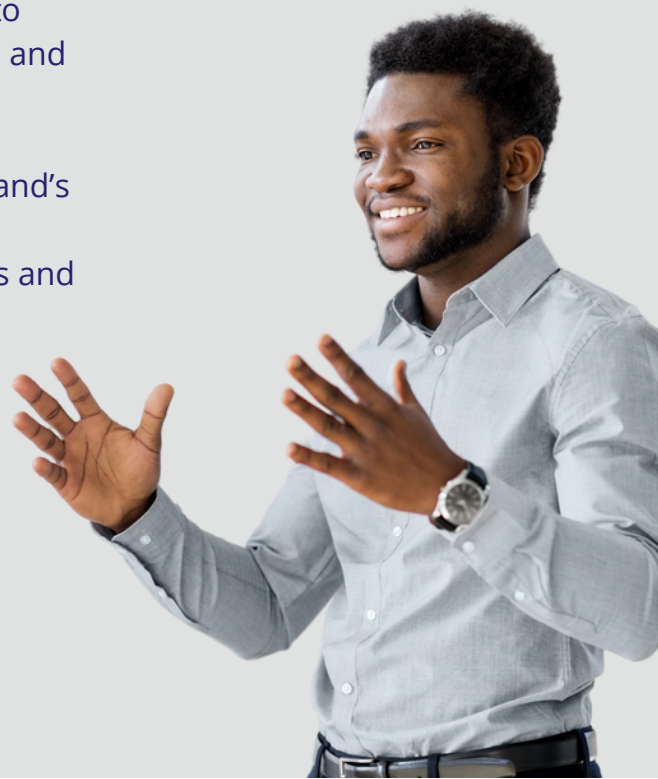
All references to Church schools include Church academies

PURPOSE OF POST

As an officer of the Diocesan Board of Education (DBE), to deliver statutory and income-generating support, advice and guidance to diocesan Church schools.

The work of the DBE is influenced by the Church of England's vision for education, to build and promote educational excellence and relationships across our family of schools and parishes, enabling all pupils and adults to flourish and experience 'life in all its fullness' (John 10:10)

Your work will also contribute to the furtherance of the Diocesan Strategy to support confident Christians, grow churches and help transform all communities, underpinned by the values of loving, living and learning.



KEY RESPONSIBILITIES

Working with and reporting to the Director and Deputy Director of Education to:

- Be a named adviser for a portfolio of Church schools across the whole geography of the diocese supporting leaders, including through coaching, mentoring and challenge, to deliver highly effective and distinctive education;
- Make a significant contribution to the pastoral support of leaders including headteachers, principals and chairs of governors;
- Assess and evaluate, alongside senior Church school leaders, the effectiveness of the school and contribute to the establishment of appropriate school development and improvement plans, responding where appropriate to Ofsted and SIAMS inspections and/or Local Authority / DfE review;
- Work to highlight potential areas of outstanding practice or concern in Church schools in regards to key SIAMS areas and to broker support, where needed, from the Deputy Director(s) and School Adviser colleagues;
- Identify and broker school development and improvement support for Church schools from strategic partners including: NLEs, SLEs, Teaching School Alliances and Multi-Academy Trusts;
- Contribute to the Service Plan for Church schools including income generation and the delivery of bespoke services;
- Contribute to other aspects of Church school development and improvement as directed by the Director and Deputy Director(s) to enhance educational excellence, including planning and leading a range of training;
- Contribute to recruitment processes for the appointment of Church school leaders;
- Contribute knowledge and understanding of pedagogy, curriculum development and assessment practice for specific phases or areas e.g. Early Years and Primary / RE / Developing Spirituality, and to add to the capacity of the Education Team;
- Contribute to the Diocesan Board of Education strategy and have delegated responsibility for one or more areas of the work of the Team;
- Attend by invitation, support and contribute to the work of the Diocesan Board of Education and its sub-groups;
- Confidently contribute to the mission and ministry strategy of the Diocese to transform communities through promoting Church school and parish links, clergy training and the wider work with children and young people;
- Work closely with external partners and stakeholders e.g. Local Authority, DfE, Teaching School leads, and the Church of England Education Office to ensure all engagement with Church schools is both appropriate and professionally delivered;
- Attend regional and national conferences and training events as directed by the Director of Education.
- To lead on an aspect of the teams' work as designated by the director/ deputy director of education.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

Requirments: E=Essential D=Desirable

Assessed through: A=Application I=Interview T=Task

Threshold

Have empathy with the faith and mission of the Church of England	E	A
Be committed to Church of England schools and academies as key providers of education and as part of the Church's wider mission	E	A, I
Qualified Teacher Status	E	A
At least 4 years proven experience in primary school headship	E	A
Headship experience to include of a Church school	D	A
Recent and relevant Continuing Professional Development	E	A
Thorough understanding of the National Curriculum requirements and expectations	E	A
Able to travel regularly and flexibly throughout the Diocese	E	A
Further relevant qualifications e.g. Masters, NPQH	D	A

Knowledge and Skills

Knowledge and understanding of leading and developing Church school distinctiveness including Collective Worship	E	A, I
Knowledge and understanding of the requirements for Religious Education	E	A, I
Current knowledge and understanding of pedagogy, curriculum development and assessment practices	E	A, T, I
Proven ability to analyse school performance information	E	A, T, I
Proven experience of working with a range of external partners to improve outcomes	E	A, I
Leading a team through external quality assurance inspections e.g. SIAMS, Ofsted	E	A, I

Ability to evaluate whole school effectiveness in order to identify areas for improvement and/or excellent practice	E	A, T, I
Ability to think creatively and work strategically	E	A, T, I
Have effective ICT skills including emails, database, internet and Microsoft Office packages	E	A, T
School to school Improvement experience e.g. NLE	D	A, I
Experience of working with governing bodies to offer support and challenge	D	A, T, I

Attributes

Personal integrity and ethical decision making	E	A, I
Ability to self-motivate, plan and prioritise	E	A, I
Emotionally aware, including discretion and confidentiality	E	A, I
Excellent interpersonal skills to a range of audiences, including leading training	E	A, I
Build relationships and work well within a team	E	A, T, I
Ability to give and receive effective feedback	E	A, T, I
Willingness and ability to actively promote the Diocesan Education Team and its traded offer to schools	E	A, I
Communicant member of the Church of England or of a church in communion with it	D	A





Hurry, you don't want to miss this opportunity...

How to Apply

To arrange an informal discussion please contact: Deputy Diocesan Director of Education, Simone Bennett 07539 873862 simone.bennett@leeds.anglican.org

The application form can be accessed through the Church of England Pathways website using the link below:

<https://www.cofepathways.org/members/modules/job/detail.php?record=4592>

Closing date: Midnight Monday 5th September 2022

Shortlisting: Friday 9th September

Interviews: Thursday 15th and Friday 16th September 2022 at Church House, 17-19 York Place, Leeds LS1 2EX

Please note:

The information in this pack is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation.

However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail.

It must also be noted that the job description may be reviewed from time to time, in conjunction with the post holder.

This is a perfect next
step from headship
and offers the chance
to help shape the lives
of young people
across our region.

Why not apply today?



THE CHURCH
OF ENGLAND

Diocese of Leeds

