****

**School Advisor**

**Job Description & Person Specification**

**Role: School Advisor (with Christian Distinctiveness specialism)**

**Pay Range: L7-L11 – actual starting salary £30,795 (pay award pending)**

**Contract: 3 days/week, term-time only**

**Core Purpose**

* Ensure that vision and ethos of the Trust is clearly articulated, understood and lived out across its schools;
* Work alongside the Trust’s CEO, Director of Education and other members of the School Improvement Team (SIT) to secure continuing school improvement across the Trust;
* Secure engagement and commitment to collaborative learning through supporting the development of regional clusters of schools across the Trust, taking responsibility for leading and facilitating the work of two identified clusters;
* Provide support, guidance and advice for schools to strengthen and further develop their distinctively Christian ethos and provision.

**Main Duties**

**School Improvement**

* Support the CEO, Director of Education and SIT in providing schools with effective challenge and scrutiny, monitoring and evaluating the quality of education in schools across the Trust;
* Undertake a range of school improvement work with schools, including: training, mentoring, coaching, monitoring, evaluating and reporting;
* Maintain a strategic overview of examples of best practice and areas for improvement within an identified cluster, and providing the CEO and Director of Education with clear and accurate information about school performance within that cluster;
* Support schools and/or the Trust in preparing for and responding to any internal or external inspections, including Ofsted and SIAMS;
* Help to oversee the implementation of all policies and procedures in each individual school to ensure compliance.

**Cluster Development**

* Provide facilitative leadership for an identified group of schools, developing and promoting effective collaboration at all levels within the cluster and building positive relationships with stakeholders across the cluster;
* Work with school leaders to support, monitor and evaluate school performance through regular school visits;
* Organize and facilitate termly cluster-wide headteacher meetings;
* Establish appropriate cluster-wide networks, further promoting and enabling collaboration between schools;
* Organize and support the delivery of regular cluster-wide training activities;
* Identify and share excellent practice within cluster schools, and to support the growth and development of talented future leaders;
* Act as the first point of contact for the CEO, Director of Education and Trust Board with regard to cluster performance and development, providing written notes of visit and other reports as required.

**Specialist Role**

* Take a lead role in supporting and ensuring schools are living up to their Christian foundation, quality assuring provision and taking effective, collaborative steps to secure improvements where necessary;
* Provide specific support and guidance for schools in preparing for SIAMS inspections, during SIAMS inspections and in responding to any identified areas for improvement;
* In consultation with diocesan colleagues and other members of the SIT, plan, develop and deliver a programme of training and networking events to support Christian distinctiveness and the teaching of RE across the Trust;
* Work with diocesan colleagues to deliver activities for pupils that develop key aspects of Christian character and further celebrate the Trust’s Christian ethos;
* Provide reports on Christian distinctiveness, SIAMS readiness and the quality of RE teaching for the CEO and/or Director of Education as required;
* Work alongside the Director of Education in developing and promoting good Equality, Diversity and Inclusion (EDI) practice across the Trust and its schools, helping the Trust to foster an inclusive culture which promotes equality and values diversity.

**Other Responsibilities**

* Contribute to the development and implementation of the Trust’s strategic aims and plans.
* Maintain a good personal knowledge of key matters and developments in education, and to disseminate this to others as appropriate;
* To develop effective relationships with headteachers, staff, pupils, parents and stakeholders across the Trust;
* Carry out such other tasks on occasion as deemed appropriate by the CEO.

**General**

* All staff are responsible for maintaining high standards of professional practice while working for CDAT, and are required to work within the guidelines established by Trust-wide policies and processes;
* All staff are expected to support the Christian culture, aims and objectives of CDAT and its member schools;
* Trust staff work on a hybrid model of working and may be required to work from/attend meetings at The Heath (or other Trust venues) as directed;
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment;
* This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

**Person Specification**

*Jesus said, ‘I have come in order that you might have life—life in all its fullness’*

*(John 10:10). As a Trust, our aim is to ensure that all of our pupils are able to benefit from and enjoy ‘life in all its fullness.’*

|  |  |  |
| --- | --- | --- |
|  | Criteria | **Essential/***Desirable* |
|  | **Qualifications** |  |
| 1 | Qualified Teacher Status | **E** |
| 2 | Evidence of regular and appropriate professional development | **E** |
| 3 | Has completed further recognised training (e.g. NPQH, Masters-level qualification, Ofsted inspector training) | *D* |
|  |  |  |
|  | **Professional Experience** |  |
| 4 | Experience of educational leadership within a school setting (e.g. Deputy/Headteacher) or through school support (e.g. local authority role, maths/literacy hub consultant etc.) | **E** |
| 5 | Track record of achieving high standards and/or rapid school improvement in own school or school(s) being supported | **E** |
| 6 | Successful leadership of other professionals, delegating effectively and managing change | **E** |
| 7 | Successful experience of leading training for a range of audiences, and of providing support for groups/individuals through coaching and mentoring | **E** |
| 8 | Experience of successful collaboration between schools, either through network leadership or as an active participant | **E** |
| 9 | Experience of working in a church school setting/organisation | *D* |
| 10 | Confident in judging the quality of education, and effective in giving feedback to colleagues resulting in improvement | *D* |
| 11 | Experience of the SIAMS inspection process, either having been inspected as a school leader and/or as a past or current SIAMS inspector | *D* |
|  |  |  |
|  | **Knowledge, Skills and Understanding** |  |
| 12 | Good knowledge of the wider educational agenda relating to curriculum, inspection, school improvement and academies | **E** |
| 13 | Good understanding of the Church of England’s vision for education and its ambition for a ‘flourishing schools system’ | **E** |
| 14 | Knowledge of the requirements, expectations and processes around a SIAMS inspection | **E** |
| 15 | Comfortable using a range of data to support and challenge different aspects of school performance, including attainment, progress and attendance | **E** |
| 16 | Works well as part of a team, but is also comfortable working independently when required  | **E** |
| 17 | Is a capable trainer, coach and mentor: able to inspire, challenge, motivate and empower others | **E** |
| 18 | Good understanding of the EDI agenda, and fully committed to further developing an inclusive Trust-wide culture that promotes equality and values and celebrates diversity  | **E** |
|  |  |  |
|  | **Personal Qualities** |  |
| 19 | Committed to upholding the Christian ethos of the Trust | **E** |
| 20 | Has professional credibility as a leader of school improvement and professional development | **E** |
| 21 | A passionate champion for children, promoting equality, respecting diversity and challenging stereotypes | **E** |
| 22 | A good communicator, orally and in writing, with the ability to enthuse and inspire | **E** |
| 23 | Good organisational and time management skills | **E** |
| 24 | Current driving licence – able to travel across the Diocese | **E** |
|  |  |  |