

**Christian Character & CPD Officer**

 **Chester Diocesan Board of Education**



**Application Pack**

**September 2018**



**Christian Character & CPD Officer**

**Part time (0.4) – 14 hours per week (2 days)**

**£40,295 (FTE) - £16,118 (PTE)**

**Job Profile**

To lead 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.

To provide professional leadership, support and advice to the headteachers, senior school leaders and governors, including coordinating the programme and development of training and resources.

 **Background**

This newly created post is an exciting opportunity to work as a key member of the Chester Diocesan education team and reflects the commitment and heightened profile of our work on Christian character, distinctiveness and practice with our Church schools and academies.

This post is ideally suited to an experienced, middle or senior leader who can demonstrate a strong personal commitment to promoting education with a Christian purpose and has proven experience of leading successful professional development within a church school context. The successful candidate will work closely with the Diocesan Director of Education and the Board of Education in shaping education provision and Christian character across our schools in Chester Diocese in a new and exciting education era for the Church of England.

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 116 Church of England maintained schools, 44 are Voluntary Controlled, 54 are Voluntary Aided (three of which are joint Catholic/C of E schools), 17 are Academies and one is a Free School. 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, has recently re-structured and this has seen the introduction of this newly created post. The team is made up of full- and part-time officers (7.6 FTE, including the Director), who also work with a number of consultants and other educational partners. Significant support for our schools is delivered through our ‘Family of Schools’ partnership, which has recently been expanded to include bespoke support, school improvement partners and a wider choice of training and courses. The vast majority of our schools are part of the Family of Schools partnership.

**Job Description - Christian Character & CPD Officer**

To lead 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.

To provide professional leadership, support and advice to the headteachers, senior school leaders and governors, including the programme and development of training and resources.

**Christian Character and Practice**

* 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, the Diocesan Director of Education (DDE) and the Education team in providing strategic leadership that promotes educational excellence in the context of Church schools and academies.
* To monitor the Christian character and practice of Church schools and academy provision through the review of SIAMS reports on behalf of the Diocesan Board of Education (DBE).
* To analyse the performance of church schools and academies as measured by SIAMS and maintain data records on behalf of the DBE.
* To monitor outcomes of SIAMS inspections and Mid-term Monitoring Reviews; using data and findings to report to the DBE, support school leaders in addressing recommendations and planning for improvement, and identifying potential training needs.
* To liaise with the SIAMS manager (Liverpool DBE Officer) to support Chester Diocesan schools within the inspection process.
* To support schools in the preparation for Statutory Inspection of Anglican and Methodist Schools (SIAMS), including developing their distinctive vision, impact on provision and their self-evaluation and action plans, linked to the Church of England’s Vision for Education.
* Be attentive to emerging practice and national and local policy development in SIAMS, planning updates and training for church schools as appropriate, and provide advice and support to Headteachers and governors to enable effective Church school self-evaluation

**Continued Professional Development and Training**

* To oversee, coordinate and plan a comprehensive programme of professional development, training and events for schools, including senior leaders, teachers and governors.
* To monitor, review and evaluate the quality and impact of professional development activities, identifying future Church school training needs.
* to lead courses in the areas of Christian distinctiveness, leadership, teaching and learning and curriculum that take full account of school needs and new developments and expectations in education both nationally and locally.
* To provide support, advice and training for headteachers, staff, governors and MAT Directors in the areas of spiritual development and the Christian character of a Church school.
* To participate in the DBE’s arrangements for visiting and supporting headteachers’ pastorally and supporting schools in the self-evaluation process through the SIAMS framework.

**General Requirements**

* To report to the DBE Education Effectiveness Committee and DBE as required, including the preparation and presentation of reports.
* To liaise with the Church of England Education Office, local authorities, MATS and colleagues from other dioceses and educational organisations to support and develop the work of the DBE.
* Attendance at relevant meetings, and involvement in other 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. An Occupational Requirement exists for the job holder to be a practising Christian, in accordance with the Equality Act.

**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 is Friday 21st September (applications to be received by 12pm) with interviews scheduled for Tuesday 25th September. The proposed start date is 7th January 2019 or sooner by arrangement.

For an informal discussion about this role, please do not hesitate to contact Charlotte Somers, PA to the Director of Education on 01928 718834 or charlotte.somers@chester.anglican.org

**Person Specification: Christian Character & CPD Officer**

**September 2018**

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| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **Faith Commitment** | * A practising and worshipping member of a church affiliated to Churches Together in Britain and Ireland.
* Committed to promoting Church schools and academies at the heart of the Church’s mission.
* Demonstrate a strong personal commitment to promoting education with a Christian purpose.
 |  |
| **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.
 |
| **Experience of the Education Sector** | * Demonstrable experience and expertise in developing church school distinctiveness.
* Proven experience in middle / senior leadership in appropriate educational setting(s) or in recent advisory / consultancy work.
* Experience of supporting school improvement priorities and understanding of Ofsted and SIAMS frameworks.
* Experience of leading a range of professional development training in schools.
* Proven experience of working with a wide range of external partners.
 | * Wider leadership experience such as school improvement Partner, SLE, NLE, Diocesan Adviser or LA Adviser.
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| **Professional Knowledge & Skills** | * Demonstrate a strong personal commitment to promoting education with a Christian purpose, and an understanding of the Church of England’s Vision for Education: Deeply Christian, Serving the Common Good.
* Inspirational ability to challenge, motivate and empower others to secure Church school excellence in educational opportunities.
* A thorough understanding of the SIAMS framework.
* 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.
 | * Good understanding of current educational policy in respect of leadership and accountability structures, particularly those relevant to church schools.
* Current knowledge and understanding of pedagogy, curriculum development and assessment practice as appropriate to a phase of education.
 |
| **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.
 | * An understanding of Church of England culture and structures.
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An Occupational Requirement exists for the job holder to be a practising Christian, in accordance with the Equality Act.

**Summary of Terms and Conditions - Christian Character & CPD Officer**

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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 (0.4), 14 hours / 2 days per week.The post holder may be required from time to time to attend meetings outside normal working hours subject to time in lieu. |
| Salary | £40,295 (FTE) which is £16,118 (actual) |
| 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. |
| Pension | The DBE/DBF offers a 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, full-time 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 a 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) |

 

**CONFIDENTIAL**

**Chester Diocesan Board of Education**

**& Chester Diocesan Board of Finance**

**APPLICATION FOR THE POST OF**

**CHRISTIAN CHARACTER & CPD OFFICER**

 **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** convictionsand 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 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 post to:

Director of Human Resources

Church House

5500 Daresbury Park

Daresbury

Warrington WA4 4GE

or by email to: liz.geddes@chester.anglican.org

 to arrive not later than Friday 21st September 2018 (by 4pm)

 Interviews will take place on Tuesday 25th September 2018

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