

## **JOB DESCRIPTION**

<b>Job Title</b>	School Effectiveness Officer
<b>Department</b>	Education
<b>Responsible to</b>	Diocesan Director of Education
<b>Responsible for</b>	Supporting development of strong pastoral, school improvement and Christian Distinctiveness provision

### **Purpose of role**

- To promote the policies of the statutory Diocesan Board of Education by providing direction, advice, support and training to school leaders, staff, governors and clergy working within the 155 Church of England schools and academies.
- To be a key member of the Board's school improvement team. The post holder will work with all types of schools across the Diocese when required, monitoring their performance to drive progress and raise standards by helping them to maintain their good practice and develop new initiatives.
- The post holder will also be responsible for working on and creating resources for Christian distinctiveness in all our schools

### **Principal Accountabilities**

- To advise and support school leaders in specific church schools and by identifying and implementing appropriate strategies for raising the quality of teaching and learning and improving pupil progress.
- To advise and support school leaders and governors in developing effective and secure systems and processes for school improvement based on monitoring, review and evaluation principles. These include target setting, learning improvement planning and the monitoring of impact, including the use of the pupil premium.
- To provide training, support and challenge to school leaders and governors in the interpretation and use of a range of performance data to secure and sustain school improvement and to improve outcomes for all groups of pupils.
- To support church primary schools and academies in their preparation for and response to Ofsted and SIAMS inspections.
- To assist the Director in advising governing bodies on making Headteacher and senior appointments in church schools and academies and at grievance and disciplinary hearings, as appropriate.
- To work in collaboration with colleagues from the Schools team, other partners including Teaching School Alliances, good and outstanding church schools and academies to broker school to school support and to disseminate highly effective practice across the Diocese.
- To advise Governors, Headteachers and Senior Leaders on the development of the distinctive Christian character and the promotion of spiritual, moral, social and cultural development in the life of their schools and academies.

- To keep abreast of local and national policy and research in relation to primary schools and including the development of multi academy trusts.
- To contribute to the resources, training and CPD opportunities for the central team and our schools.
- To develop strong relationships with allocated local authority representatives and to work in partnership with them for the full benefit of all our schools.
- To manage a portfolio of schools in an area of the Diocese and to gather appropriate intelligence about those schools.
- As an officer of the Board of Education, to be responsible with the Assistant Director of Education for the implementation of the policies of the Board and the work of its sub committees.
- To undertake such other duties as may be required by the Director of Education and to work at all times in close partnership with colleagues in the Education team and in other Church House Departments.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

### **Person Specification**

The post holder will be a qualified, highly skilled teacher with substantial and sustained senior leadership experience in schools. The post holder must also be experienced in offering school to school support and be able to demonstrate:

1. A strong commitment to the Church's mission and a clear understanding and vision about the central role of Church schools and academies in serving local children and families.
2. Successful experience of substantial and sustained senior leadership in schools and of supporting other schools to secure sustained improvement in educational standards and to improve outcomes for all groups of pupils.
3. The ability to analyse and interpret a range of school performance data alongside other self-evaluation monitoring and to use the findings to inform, support and challenge.
4. The ability to pursue challenging and rigorous questions with, and probe responses from, headteachers, school leaders and governors in church primary schools and academies to enable them to identify and implement appropriate strategies for raising the quality of teaching and learning and improving pupil progress.

5. The necessary interpersonal and professional skills for the establishment of effective relationships with headteachers, governors, clergy, other education partners and local authority officers.
6. An understanding of the processes that will encourage sharing and dissemination of highly effective practice between church schools and academies in the Diocese.
7. An understanding of current educational practice relating to curriculum development, teaching and learning, behaviour and safety, leadership, management and governance.
8. An understanding of the complex range of issues that affect all our schools in their very wide range of contexts.
9. Up to date IT and other communication skills
10. Good leadership and organisational skills with the ability to prioritise tasks, risks and opportunities.
11. A willingness to take responsibility for outcomes

### **Personal qualities**

1. The successful candidate will need to be a practising Christian.
2. The post holder must support the application of Christian beliefs and values for the benefit of local communities as embraced by the Church of England in its important role of providing high quality, inclusive and distinctive education. They will be supportive of the child and family centred provision made by Church of England schools and academies in their role at the centre of the Church's mission to the nation.
3. We are looking for a highly competent individual who is both a servant leader and a team player.
4. We expect them to be both flexible and able to work of their own initiative.
5. The post requires someone who is energetic and creative and who can ride the waves of considerable change.
6. The successful candidate must fully identify with the vision and ambitions for this developing Education Service
7. The post holder should be willing to undertake training as and when required.
8. If not already qualified, the post holder will be encouraged to undertake training to become an additional Ofsted inspector or a SIAMS/Section 48 inspector.
9. The post holder should expect to spend a considerable proportion of time travelling to schools or parishes with the post requiring some work in the evening and, occasionally, at weekends. Time off in lieu can be taken.
10. The post holder will be expected to provide their own transport and hold a current clean driving licence.

**Review Date: 24/09/19**

**Head of Department: T. Cristin**

**Signature:**

**Next Review Date:**