

JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	School Effectiveness Officer (East or Mid/ West Sussex) Full time – 37.5 hours per week
Department:	Education Team
Reports to:	Deputy Director of Education
Key working relationships:	Diocesan Board of Education The Education Team The Diocesan Director of Education Headteachers, Governors and School leadership teams Local Authority Officers
Place of work:	The person appointed will be based in the Hove office with the option to apply to use the Diocesan remote working policy for part of the week. Regular travel to schools across the Diocese will be required.

Purpose of role

- To support the development of Christian distinctiveness and school improvement provision across Church of England schools and academies.
- To promote the policies of the statutory Diocesan Board of Education by providing advice, support and training to school leaders, staff, governors and clergy working within all Church of England schools and academies.
- To be a key member of the DBE's School Effectiveness Team. The post holder will work with all types of Church of England school across the Diocese when required, monitoring their performance to drive progress and raise standards by helping them to maintain their good practice and make positive change

1.0. Principal Accountabilities

- 1.1. To advise and support school leaders in specific church schools and identify and implement appropriate strategies for raising the quality of education and improving pupil achievement.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. To advise church schools in the development and delivery of RE and Collective Worship in line with both Diocesan expectation and legal requirements.
- 1.6. To support church schools and academies in their preparation for and response to Ofsted and SIAMS inspections.
- 1.7. 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.
- 1.8. To work in collaboration with colleagues from the Education team, church majority MAT's and other partners including good and outstanding church schools and academies to broker school to school support and to disseminate highly effective practice across the Diocese.
- 1.9. To keep abreast of local and national policy and research in relation to schools and including the development of multi academy trusts.
- 1.10. To contribute to the resources, training and CPD opportunities for the central team and schools.
- 1.11. To develop strong relationships with allocated local authority representatives and to work in partnership with them for the full benefit of all our schools.

- 1.12. To manage a portfolio of schools in an area of the Diocese and to support and gather appropriate intelligence about those schools.
- 1.13. As an officer of the Board of Education, to be responsible with the Deputy Director of Education for the implementation of the policies of the Board and the work of its sub committees.
- 1.14. 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.

2.0. General responsibilities

- 2.1. 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.
- 2.2. The post holder is required to:
 - support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in the performance management process;
 - engage in training and continuous professional development activities.
- 2.3. The post holder will be required to travel across the diocese
- 2.4. The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 2.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 2.6. 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.

Terms and Conditions

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

DBS disclosure: The appointment is subject to enhanced DBS disclosure.

Salary: The post is offered at £55,000 to £58,000 per annum; the starting salary will depend upon qualifications and experience.

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

Travel and evening work: The post will involve travelling around the Diocese and evening work and occasional work at weekends.

Genuine Occupational Requirement: This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is a practising Christian.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications & Experience	Qualified Teacher Status with Headteacher experience in a school or Trust	√	
	Educated to Degree level or equivalent	√	
	Up to date professional development and training	√	
	Experiencing of coaching mentoring and supporting others	√	
	Experience of collaborative working within a team and with external agencies	√	
	Recent relevant knowledge of the schools and academies landscape and its implication for foundation governance	√	
	Experience of the Ofsted and SIAMS process	√	
		Essential	Desirable
Knowledge	An understanding of the complex range of issues that affect all our schools in their wide range of contexts	√	
	Excellent knowledge and understanding of the Church of England school vision and proven ability of translating this into practice		√
	Knowledge and understanding of current educational research and practice relating to curriculum development, teaching, learning, behaviour		√

	and safeguarding, leadership, management and governance		
Skills and Abilities	Ability to articulate and communication the Chichester DBE vision for Education in Church of England Schools	√	
	The ability to work with senior school leadership teams to encourage and develop effective strategies to raise the quality of education and improve pupil achievement	√	
	Ability to analyse and interpret school performance data alongside other self-evaluation monitoring and use the findings to inform, support and challenge	√	
	Ability to build strong professional relationships	√	
	Ability to lead difficult conversations and hold leaders to account with sensitivity and understanding	√	
	Ability to communicate effectively with excellent verbal, written and presentation skills	√	
	Good leadership and organisational skills with the ability to prioritise tasks, risks and opportunities	√	

	Good IT skills, including knowledge of Microsoft 365: Word, Excel, Outlook, SharePoint and PowerPoint	√	
		Essential	Desirable
Personal Qualities	A practising communicant member of the Church of England or of a church belonging to a member body of Churches Together	√	
	Commitment to the role that church schools play in the formal education and raising of standards in church schools	√	
	The ability to provide spiritual leadership within the context of Church school leadership	√	
	Willing to work outside normal working hours if required	√	
	Able to travel to church schools and around the diocese for the purpose of the role	√	
	Committed to and confident in the aims and ethos of the Diocese of Chichester and the mission and ministry of the Church of England	√	

Review Date: May 2025

Line Manager Signature:

Employee Signature:

Next Review Date: May 2026