

<b>JOB TITLE:</b>	Diocesan School Adviser
<b>EMPLOYER:</b>	Oxford Diocesan Board of Education (ODBE)
<b>GRADE:</b>	Band E
<b>DEPARTMENT:</b>	Education
<b>LINE MANAGER:</b>	Deputy Director of Education (Church Schools Effectiveness)
<b>ACCOUNTABLE TO:</b>	Diocesan Director of Education
<b>LOCATION:</b>	Church House Oxford, Langford Locks, Kidlington, OX5 1GF
<b>START DATE:</b>	01 September 2025

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**ABOUT OXFORD DIOCESAN BOARD OF EDUCATION (ODBE):**

ODBE’s vision draws upon the following biblical verse: ‘For to the person who pleases Him God gives, wisdom, knowledge and joy.’ (Ecclesiastes 2:26). The Church of England has a Vision for Education that is deeply Christian, with Jesus’ promise of ‘life in all its fullness’ at its heart. ODBE’s vision builds upon this, it is theologically underpinned and applies it to our own context and is: To serve our schools in a Christ like way and for all to flourish.

The Diocese of Oxford seeks to be a more “Christ-like Church” and calls upon us to be “Contemplative, compassionate and courageous for the sake of God’s world”. ODBE’s values are identical to those with the addition of a fourth value that reflects our unique position interfacing with a wide range of partners. The following weave through the outworking of our vision to promote and uphold wisdom, knowledge, and joy and express what we strive to be: Contemplative, Compassionate, Courageous and Collaborative.

**JOB PURPOSE:**

The post holder is to carry out the professional duties of a Diocesan School Adviser and is expected to contribute to the achievement of the Board’s mission and ministry in education by sharing responsibility with the Diocesan Director, Deputy Directors and other School Advisers for the development of Christian vision and associated values and the highest standards of education in diocesan schools and academies.

**PRINCIPAL ACCOUNTABILITIES:**

<b>1.</b>	To support the development of Church schools as providers of high-quality educational and spiritual standards.	<b>65%</b>
<b>2.</b>	To contribute to the effectiveness of ODBE services and operations.	<b>20%</b>
<b>3.</b>	To participate in the formulation of ODBE policy and procedure.	<b>10%</b>
<b>4.</b>	To undertake wider agreed tasks that support the work of the Department of Education and their own professional development.	<b>5%</b>

## DUTIES AND RESPONSIBILITIES:

### **1. To support the development of Church schools as providers of high-quality educational and spiritual standards.**

- Supporting, advising and challenging Headteachers, governors and staff of Church schools, through regular visits and other means of communication, to promote and develop the distinctiveness and effectiveness of Church of England schools.
- Providing advice and support to Headteachers and governors to enable effective Church school self-evaluation using the SIAMS Framework or other means, especially before and after SIAMS inspections.
- Act as the Diocesan School Adviser to a group of named schools being the main link between these schools and the ODBE team.
- Contributing to improving standards within schools. This includes offering school improvement advice and may involve such tasks as performance appraisal of school leaders, analysis of performance data, action planning and monitoring and being part of a governing board or other governance structures.
- Advise governing bodies in relation to the appointment of Headteachers and some senior staff, liaising with LA officers where appropriate, attending governor's meetings to assist in the preparation of job descriptions/person specifications, together with the process of shortlisting and interviewing.
- Strengthening leadership throughout schools including offering and supporting coaching, mentoring and demonstrating techniques.
- Supporting and monitoring religious education (RE) and collective worship provision in schools and assisting with the development of RE policies, in conjunction with the Diocesan RE Adviser and other Advisers.
- Providing in-service training for colleagues and school leaders on a range of subjects, with a focus on establishing a distinctively Christian response to the key issues in current educational thinking.
- Liaising with parish clergy and members of the parish to enable their effectiveness in and with schools, children and young people and to develop school-parish links.
- Liaising with senior leaders and school governors in cluster/hub groups, including community school Headteachers, to foster effective inter-school links.
- Visit Church schools, either in person or virtually, as designated to him/her by the Deputy Director to assist and advise on a range of matters that are raised by the Headteacher, concerning the leadership and management of the school and the operation of its education tasks, reporting and recording such visits in a timely fashion.
- Analyse the effectiveness of schools and academies and provide advice and challenge in situations to develop excellent schools, especially where academic standards require improvement.
- Provide advice and support, including training, for the provision of leadership training, RE, collective worship and the spiritual, moral, social, cultural development of pupils, and courageous advocacy in collaboration with other members of the team.
- Leading by example and modelling effective, Christian behaviour and always acting in a Christian manner.
- Supporting schools in line with ODBE objectives by providing input in terms of both teaching and school leadership. This may include acting as Executive Headteacher for specified periods as required.

### **2. To contribute to the effectiveness of the Oxford Diocesan Board of Education Services and Operations.**

- Effective communication with other members of the education team through written visit notes, verbal updates etc to ensure all aspects of work are recorded in a timely fashion and can be supported by others in their own work.
- Promoting the service level agreement (SLA) and training offers with schools and contributing to sound financial management of ODBE by effective financial planning of activities such as courses.
- Maintain records for assigned schools using MS Teams and other technologies.

- Facilitating new opportunities for Church schools and the ODBE from local, regional and national education partnerships, strategies and programmes.
- Contributing to and developing aspects of ODBE's strategic priorities as identified in the strategic plan.
- Ensuring that schools are well supported in establishing academy solutions commensurate with the Board's policy and where appropriate, dealing with the local authority and other partners in that endeavour.
- Ensuring that our website resources are up-to-date and informative.
- Maintaining a good understanding of relevant legislation and government policy relating to the structures and leadership of schools.
- Appropriate liaison with the Department of Mission and Ministry and other diocesan departments to support the work of the Diocese of Oxford as a whole.
- Serve on at least one SACRE as agreed with the Deputy Director and RE Adviser. Support the work of SACREs and other RE organisations, in conjunction with the RE Adviser, as required, supporting the development of curriculum RE and acts of worship in such ways as may be appropriate, including liaison with local authority RE Advisers and other faith representatives.
- Attend inspection feedback for assigned schools (SIAMS and Ofsted) normally virtually (or in person with agreement of line management) reporting back detailed outcomes to the Director and Deputy Director.
- Complete an agreed number of SIAMS inspections beyond the diocese as a registered inspector, having completed inspector training if required.

### **3. To participate in the formulation of the Oxford Diocesan Board of Education (ODBE) Policy.**

- Working with the team and other officers in ensuring that the Board's policies are up-to-date, relevant, developmental and supportive.
- Ensuring that the Board's policies are understood and shared with Church school leaders and governors, clergy, diocesan partners, local authorities, community schools and SIAMS inspectors.
- Contributing to the work of the Schools Effectiveness Committee (SEC) of the Diocesan Board of Education (DBE) as requested. This may include providing written reports, papers or presenting to the Board.
- The post holder will work with other departments in the diocese to support parish clergy, theological students and others in carrying out their responsibilities as governors in church or community schools.
- Such other duties/attendance at meetings as the Director or Deputy Director may reasonably request. The post holder will agree on the priority of the tasks across the range of the work in conjunction with the Diocesan Director of Education.
- Contributing to the development of appropriate resources to support the work of schools.
- Contribute to the ODBE strategy around confronting the climate emergency.

### **4. To undertake wider agreed tasks that support the work of the Department of Education and their own professional development.**

- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Maintain up-to-date knowledge of technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBE performance management processes using software effectively.
- Represent the Diocese on LA or other committees such as Schools Forum if required.
- Comply and fully cooperate with ODBE policies including:
  - i. Health and safety
  - ii. Dignity and respect in ministry and at work

- iii. Equality, diversity and inclusion
- iv. GDPR
- v. Safeguarding

### **CONTACT WITH OTHERS:**

#### **Internal:**

- Departmental colleagues within ODBE
- Staff in other Church House departments of Oxford Diocese and area offices

#### **External:**

- Headteachers / Heads of School / Executive Leaders
- Chairs of Governors / governing board members / Clerks
- Teaching and support staff, clergy and pupils within school communities
- Local Authority officers / Multi-academy Trust / Advisers
- Registered SIAMS and Ofsted inspectors and quality assurance inspectors
- DfE and the Church of England's National Society Officers
- Building professionals
- Clergy and officers of other boards within the Diocese

PROFESSIONAL STANDARDS - KNOWLEDGE, CORE SKILLS AND COMPETENCIES	
Essential threshold:	Desirable:
<ul style="list-style-type: none"> <li>• Proven track record as a Headteacher and senior leader in at least two state-maintained schools</li> <li>• Excellent classroom practitioner with Qualified Teacher Status and relevant national leadership qualification(s)</li> <li>• Knowledge and application of EYFS, Key Stages 1 and 2</li> <li>• Understanding and application of national achievement expectations for pupil achievement</li> <li>• Experience in leading a school through SIAMS and/or Ofsted processes to a positive outcome</li> <li>• Willingness to train as a SIAMS inspector (if not already one)</li> <li>• A practising Christian in sympathy with the Anglican tradition with the ability to articulate the Christian faith<sup>1</sup></li> <li>• An excellent communicator verbally and written, with excellent networking skills.</li> <li>• Proven track record of building and maintaining effective relationships with Headteachers, governors, diocesan, local authority and MAT officers.</li> <li>• An excellent presenter and facilitator of training for wide audiences in person and online</li> <li>• Evidence of ongoing professional development</li> <li>• Proven track record of school improvement capability</li> <li>• Experience of line management, leading performance management and/or appraisal with schools</li> <li>• The ability to self-motivate, prioritise, plan and organise, including when under pressure</li> <li>• An excellent understanding of current educational policy in respect of leadership and accountability structures</li> <li>• Ability to support others in planning, leading and evaluating acts of collective worship</li> <li>• Decisiveness and determination when dealing with difficult situations</li> <li>• Honesty, personal integrity and ethical decision making; taking responsibility for actions and consequences</li> <li>• Emotionally intelligent and resilient especially in the face of difficulty and challenges</li> <li>• The ability to secure and maintain good working relationships with colleagues and make an excellent contribution to the team working</li> <li>• The ability to think creatively, work strategically, and anticipate and solve problems</li> <li>• Capable of challenging, influencing and motivating others to attain high goals</li> <li>• IT literate and willing to embrace new technologies</li> <li>• Ability to travel across the Diocese including rural areas</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record as a Headteacher of a Church of England state-maintained school</li> <li>• Practising SIAMS and/or Ofsted inspector</li> <li>• Experience of teaching and/or leadership in the secondary sector</li> <li>• Experience of serving on a SACRE</li> <li>• School Improvement Partner (or equivalent) training or experience as an NLE or LLE or moderator</li> <li>• Experience of working within a multi-academy trust (MAT)</li> <li>• Experience of being a school governor or trustee</li> <li>• Experience of mentoring and coaching ECTs and/or other teachers</li> <li>• Experience as a Religious Education subject leader in a Church school</li> <li>• Experience as collective worship leader in a Church school</li> <li>• Ability to use MS Teams to hold online meetings, webinars and training sessions</li> <li>• Experience of conflict resolution</li> <li>• Knowledge of Church of England structures</li> </ul>

<sup>1</sup> This post is exempt under paragraph 3 of Schedule 9 of the Equality Act 2010. The Diocese of Oxford supports and promotes the aims of the Church of England. This post has a representational role on behalf of the Diocese of Oxford.

## GENERAL INFORMATION

<b>Grade</b>	Salary Band E
<b>Remuneration</b>	Salary £63,212.36 to £68,074.47 pro-rata per annum (subject to cost-of-living reward). There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed upon between you and your Line Manager. Any approved move in incremental points takes effect in September each year.
<b>DBS Check</b>	An Enhanced DBS check with barring will be required for this role
<b>Type of contract</b>	Permanent
<b>Hours of work</b>	Full time - 37 hours, Monday – Friday Your working pattern should be agreed upon with your line manager, however, it is recognised that this role requires the need to work flexibly, and with that, some regular evening and weekend work will be required.
<b>Place of work</b>	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF There is an expectation of travel to schools and other venues within the Diocese
<b>Holidays</b>	Your annual leave entitlement is broken down as follows: <ul style="list-style-type: none"> <li>• During the first year of your employment with us you are entitled to 25 days of annual leave per annum.</li> <li>• During the second year and up to and including the 6<sup>th</sup> year of employment, you will be entitled to 1 day extra annual leave per consecutive year.</li> <li>• In the 6<sup>th</sup> year and thereafter, you will be entitled to 30 days' annual leave per annum</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees. In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the ODBE gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday, and Christmas Eve. It is recognised that some roles may be required to work from home on these days as and when the Board requires it.</p>
<b>Pension Provision</b>	It is a statutory requirement for ODBE to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website: <a href="https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf">https://www.churchofengland.org/sites/default/files/2017-11/2017-pb-2014-booklet-v-11.pdf</a>  You may request to remain in the Teachers' Pension Scheme (TPS) if you are currently a member or if deferred rights are currently held.  The understanding of the ODBE, as your employer, is that you are eligible for membership of the Teachers' Pension Scheme (TPS). Should you elect to be a member of the scheme then ODBE will treat you as such and will make employer's contributions and deduct employee's contributions on your behalf. However, you should note that the decision on eligibility will ultimately be that of the TPS who may take a different view. It will be your responsibility to establish your eligibility for membership of the Scheme and ODBE can accept no liability should this eligibility

	later be queried. If you are in doubt about your eligibility, then it is recommended that you seek professional advice.
<b>Probation period</b>	Six months, during which time progress is regularly reviewed and the period may be extended.
<b>Notice period</b>	During probation, one month and thereafter, three months from either side or the statutory minimum (whichever is greater).

**NOTE:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility shared accountability and teamwork is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of ODBE to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post holder is expected to participate fully in such discussions and implementation.

**Review date:** End of Probation

Signed: .....

Dated: .....

