

# **Christian Distinctiveness & Worship Officer**

## **Chester Diocesan Board of Education**



**Application Pack**

**May 2024**

# Christian Distinctiveness & Worship Officer

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

**£36,179 (FTE) - £14,471 (PTE)**

## Job Profile

To support 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, with a particular focus and lead on collective worship in schools and school & church partnerships.

## Background

This newly created post presents an exciting opportunity to work as part of the Chester Diocesan Education team, and alongside the existing Christian Distinctiveness and SIAMS Officer, to promote, develop and support the Christian character, distinctiveness and practice within 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 worship within a church school context. The successful candidate will work closely with the existing Christian Distinctiveness and SIAMS Officer and have responsibility for facilitating and leading networks in support of Collective Worship leads, schools chaplains and clergy in church schools.

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 115 Church of England maintained schools, 36 are Voluntary Controlled, 46 are Voluntary Aided (three of which are joint Catholic/C of E schools), 33 are Academies. 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, and is made up of full- and part-time officers (7.2 FTE, including the Director), who also work with a small number of consultants and other educational partners. Significant support for our schools is delivered through our 'Family of Schools' partnership, which includes bespoke support, DBE officer visits and a wider choice of training and courses.

## Job Description - Christian Distinctiveness & Worship Officer

To support 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, with a particular focus and lead on collective worship in schools and school & church partnerships.

### Christian Distinctiveness & Worship

- To lead networks for CW leads, school chaplains and clergy in church schools providing support and guidance, as well as facilitating the sharing of good practice and providing peer support.
- To monitor the provision of worship, Christian character and practice within diocesan church schools and academies through the review of SIAMS reports on behalf of the Diocesan Board of Education (DBE).
- To lead and coordinate the development of the Church / School partnership award, encouraging the engagement of schools and churches, and overseeing the assessment of the award.
- To be a key member of the SIAMS Keeping on Track team, providing schools with support, advice and guidance within the inspection cycle.
- Be attentive to emerging practice and national and local policy development in Collective Worship, 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.
- To lead courses and training opportunities that include courses, staff meetings and INSET in schools, in the area of Christian distinctiveness and worship 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, worship and the Christian distinctiveness of a Church school.

### General Requirements

- To report to the DBE Distinctiveness, Standards and Governance (DSG) Committee and DBE as required, including the preparation and presentation of reports.
- To liaise with the Church of England Education Office, local authorities, academy trusts and colleagues from other dioceses and educational organisations to support and develop the work of the DBE.
- Attendance at relevant meetings, and involvement in wider 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](mailto:liz.geddes@chester.anglican.org)

Please note that the closing date for this post is Sunday 16<sup>th</sup> June with interviews scheduled for Tuesday 25<sup>th</sup> June. The proposed start date is as soon as is practically possible, allowing for a successful candidate to complete their notice period.

For an informal discussion about this role, please do not hesitate to contact Susan Kemp, PA to the Director of Education on 07549 109578 or [susan.kemp@chester.anglican.org](mailto:susan.kemp@chester.anglican.org)

**Person Specification:**  
**Christian Distinctiveness & Worship Officer**  
**May 2024**

	Essential	Desirable
<b>Faith Commitment</b>	<ul style="list-style-type: none"> <li>A practising and worshipping member of a church affiliated to Churches Together in Britain and Ireland.</li> <li>Committed to promoting Church schools and academies at the heart of the Church's mission.</li> <li>Demonstrate a strong personal commitment to promoting education with a Christian purpose.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified teacher status, together with a degree or equivalent qualification.</li> <li>A commitment to continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Further relevant qualifications (e.g. MEd, NPQSL, NPQH, MBA etc).</li> <li>Evidence of recent and relevant Continuing Professional Development.</li> </ul>
<b>Experience of the Education Sector</b>	<ul style="list-style-type: none"> <li>Demonstrable experience and expertise in developing church school distinctiveness.</li> <li>Proven experience in middle / senior leadership in appropriate educational setting(s) or in recent advisory / consultancy work.</li> <li>Experience of supporting church school improvement priorities and understanding SIAMS framework.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a range of professional development training in schools.</li> <li>Proven experience of working with a wide range of external partners.</li> </ul>
<b>Professional Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>An understanding of the Church of England's Vision for Education and Flourishing schools.</li> <li>Good understanding of current national educational policy and guidance in respect of Collective Worship and the SIAMS framework.</li> <li>Committed to the personal and professional development of others, including the ability to give and receive effective feedback.</li> <li>Demonstrate leadership skills and qualities including integrity, wisdom and compassion.</li> <li>Excellent written (word processing) and verbal communication skills, including the ability to compile and present reports.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

**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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Occupational Requirement exists for the job holder to be a practising Christian, in accordance with the Equality Act.

## Christian Distinctiveness & Worship Officer Summary of Terms and Conditions

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	£36,179 (FTE) which is £14,471 (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 an Enhanced 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 each year, and 25p per mile thereafter)