



DIOCESE OF
Bath & Wells

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth

sharing the story of Jesus • working for the

journeying together • working for the com

ng for the common good • worship and witness • loving and serving our communities

unities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

School Organisation & Governance Adviser

Application Pack, May 2022

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Contact details

Human Resources

Ph: 01749 685 113

Email: recruitment@bathwells.anglican.org

Dear applicant

Thank you for your interest in the post of Education Department School Organisation & Governance Adviser with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need to consider your candidature for this post. If, however, you have any further questions please contact Human Resources. For an informal discussion about the role please contact Suzanne McDonald, Assistant Director School Organisation:

Suzanne.McDonald@bathwells.anglican.org

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Enita Andrews

HR Manager

Applications

Applications must be received by **midday Monday 23 May 2022**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Cathedral Park, Wells or by email to recruitment@bathwells.anglican.org.

Shortlisting

Shortlisting will take place on **Tuesday 24 May 2022**. To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. All applicants will be notified of the outcome of the shortlisting process. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. A copy of our privacy policy for job applicants can be downloaded from our website.

Interview

Interviews will take place in Wells on **Wednesday 8 June 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.
- Require all Education Department staff to undertake introductory level safeguarding training with the Church of England and Local Authority linked safeguarding training in line with that undertaken by the schools we serve.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



About the Role

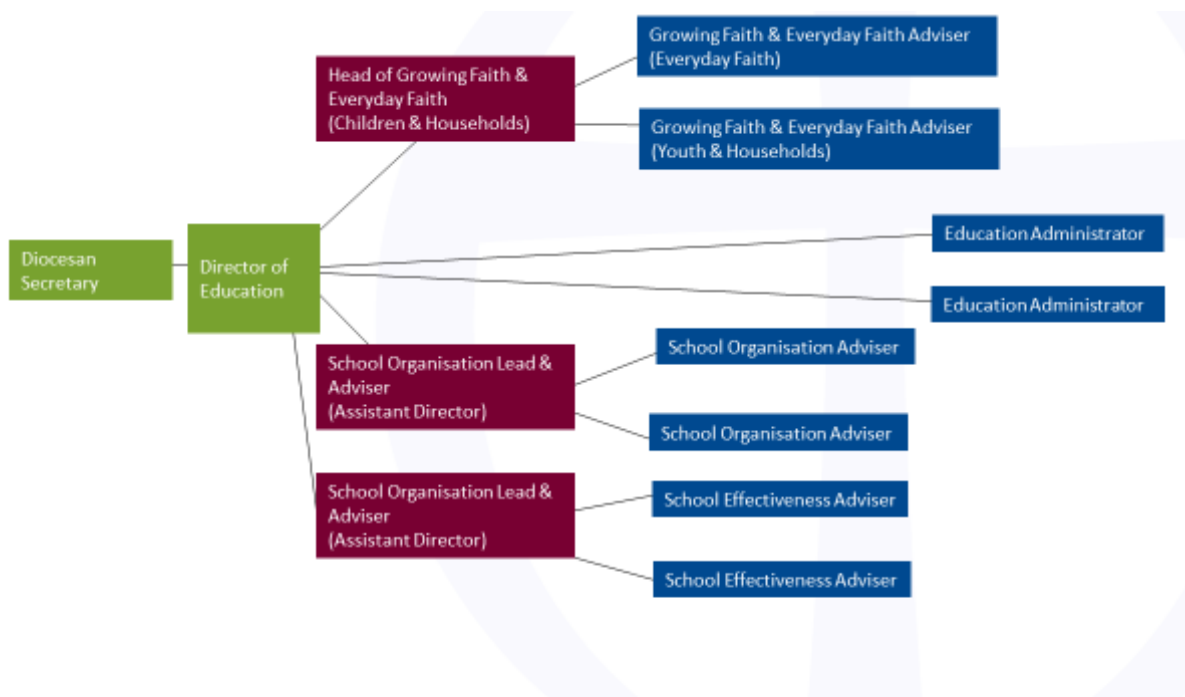
The role sits within our well established and highly supportive Education Department, the Department consists of three teams, School Effectiveness, School Organisation and our GO Team. The School Organisation Team comprises a team leader, who is also a Deputy Director of Education, and two organisation & governance advisers plus administrative support. The purpose of our team is to support schools in all aspects of their school organisation from academisation to admissions and governance. A key part of our core offer is training, training is offered in a variety of forms to a wide range of stakeholder. Online training has proved incredibly successful, a real strength of our offer and it is likely this will continue with a hybrid offer of in person and online CPD. As the educational landscape changes, so do our roles and we are increasingly called to offer bespoke training for our partners including multi-academy trusts.

We are seeking a pro-active team member who will work with us to shape our work especially following the recent White Paper with the steer that all schools will join a strong trust by 2030. The work is varied, interesting and relies on an ability to prioritise work. School Organisation is a small team, we work well together collaborating to be able to offer solutions, advice, support and training to the schools we serve. The last decade has been continual change for school organisation as the government's academy agenda has meant that well over half of our church schools have moved into multi academy trusts, this is expected to continue throughout the 2020's. This has not only involved leading the conversion process and support for a new entity but also developing new relationships with the Regional Schools Commissioner (RSC) and her team and well as maintaining relationships with our Local Authorities whilst we work within a dual system of academy and maintained schools.

In return we offer the chance to work at a local and national level of governance and admissions both within and out with the Diocese. To be part of a team during significant change within the national education landscape. Our training is extensive and there is opportunity to shape this offer. We work with a varied list of stakeholders whose needs are equally varied meaning, no two days are the same and prioritising is key. There is also opportunity to take the lead in various agendas on behalf of the Education Department or even Diocese, most recently this has included such topics as the environment and diversity.

There is an expectation to work at least one day a week from the Diocesan Offices at Flourish House in Wells, as well as opportunity to work from home. Some hours of work are outside of normal office hours; you will be expected to manage your working time accordingly. TOIL (Time Off In Lieu) is offered in agreement with your line manager.

Organisational Structure – Education and Faith Development



Job Description

POST: School Organisation & Governance Adviser

Our Vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus

THE AIM OF THE EDUCATION DEPARTMENT

The Education Department (Team) has four key aims, underpinned by the words of Jesus in John 10 v10:

'The thief comes only to steal and kill and destroy; I have come that they may have life and have it to the full.'

1. All church schools are inclusive and sustainable providing highest quality education for all pupils, enabling individuals and whole communities to flourish.
2. All church schools will actively be part of strong Trusts with appropriate church articles and consistent, strong support for the deeply Christian foundation of church schools.
3. Church schools, parishes and households are encouraged to work together in accessing pathways to distinctly Christian support or activities for exploring and growing faith.
4. Children and adults are empowered and equipped to live out the fullness of the Christian faith and values in everyday life.

Key purpose:

To provide advice, support and training for Governors, Head teachers and Governance Leads of Church schools or multi academy trusts (MATs) in the Diocese, especially in relation to school organisation, governance, and admissions. To oversee all foundation representative appointments.

Location: The Diocesan Office; the role requires travel across the diocese with a weekly presence in the Diocesan Office in Wells.

Reporting to: Assistant Director – School Organisation

Accountable to: Diocesan Director of Education

Hours of work: Full time

Key relationships:

- Diocesan Education Department staff
- School Organisation Working Group (SOWG)
- Bath & Wells MAT and other mixed MATs
- Department for Education (DfE)
- Church of England Education Office (CEEO)
- Local Authority (LA) Governance and School Organisation Officers
- Diocesan Governance Group
- SWCOGS and NCOGS
- National Governance Association (NGA)
- Inspiring Governance
- Clerks, Governors and Heads
- Diocesan Surveyor
- Diocesan Solicitors
- Diocesan Admissions Group

Main responsibilities:**School Organisation/Development**

- To support School Organisation in the development of models of school organisation particularly the academy agenda and multi academy trust landscape within the Diocese.
- To report to the DBE SOWG on matters relating to school organisation as required by the Assistant Director.
- To support the Assistant Director in the delivery and development of training to governing bodies, head teachers and clergy on school organisation options.
- To undertake school visits where appropriate to facilitate discussion and broker potential solutions on school organisation models or other school organisation issues.
- To attend such diocesan, LA or statutory meetings as required.
- To keep up to date with developments in local and national strategies from the CEEO and the Government in relation to school organisational matters.

Admissions

- To lead on admissions for own admissions authorities including academies by ensuring school's admission arrangements are compliant with the Admissions Code and following up with schools where there are issues, ensuring there is an agreement upon any faith criteria, and acting as statutory consultee where changes are envisaged.
- To coordinate with LA's and MAT's to ensure own admissions are compliant with the Code.
- Reporting to SOWG/DBE on issues which may prevent the Diocese from meeting its statutory duty, taking action to address these issues.

School/Trust Governance

- To oversee foundation representative appointments (governor, trustee, or member), ensuring correct information is held on our database and boards are correctly constituted either via their Articles of Association or the Instruments of Governance. Identifying vacancies, liaising approval of such appointments and monitoring training.

- To support trusts with governance via the governance professional lead, offering training if appropriate either by school or trust wide.
- To ensure that governors, trustees or members are fully aware of their responsibilities through training and the provision of advice.
- To support appropriately governors, trustees, members and headteachers when difficulties arise, liaising with the LA, trusts and DfE as necessary.

General

- To contribute to the effective functioning of the Education Department.
- To keep fully informed of developments in education relating to the above responsibilities.
- To undertake other duties as may be reasonably required.

Person Specification

Key Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Professional knowledge, experience and understanding of school organisation • Experience and understanding of governance (not necessarily school governance) • Experience of planning and delivery of training or similar presentation 	<ul style="list-style-type: none"> • Understanding of the distinctiveness of church schools particularly guidance relating to church schools
Skills & Abilities	<ul style="list-style-type: none"> • The ability to plan and prioritise work • Strong organisational skills • Excellent written and verbal skills • Excellent communication skills both in person and on line • Ability to use Microsoft Office software • Confidence to work in an advisory capacity • Ability to work within a team 	<ul style="list-style-type: none"> • Ability to engage with a range of audiences • Ability to build strong relationships at all levels • Ability to build and develop partnerships with stakeholders
Work-Related Personal Qualities	<ul style="list-style-type: none"> • Ability to represent the views and values of the wider diocese • Commitment to the wider mission of the Church • Commitment to the role that church schools play in formal education and to raising standards in church schools • Willingness to work outside of normal working hours for pre-planned meetings • Ability to travel around the diocese 	<ul style="list-style-type: none"> • A practising Christian of a denomination which is a member of 'Churches Together in England' • An in-depth understanding and/or first hand experience of the Church of England, its ethos, ability and structure to work as part of the mission of the diocese

Main Terms and Conditions

Hours of Work	Full time, 36 hours per week Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. There will be some need to work outside of normal working hours to attend pre-planned meetings for which time off in lieu will be given. Attendance at Flourish House would be expected at least 1 day per week, minimum, with currently Tuesdays as a regular team day.
Salary	£32,000 per annum
Term	Permanent
Pension	Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
Holiday	25 days per calendar year plus bank holidays. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates.
Probation	This post will be subject to a probationary period.

