



THE SALISBURY DIOCESAN  
BOARD OF EDUCATION

# Application Pack

## Specialist Adviser for Religious Education (RE)

### MAKING JESUS KNOWN

Being present, we will show compassion, speak truth and offer  
hope



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## Welcome!

*Do **you** have a passion for Religious Education?*

*Do **you** believe that church schools are uniquely placed to support the flourishing of the whole child?*

*Are **you** driven by fostering understanding and respect for diverse religious beliefs and worldviews?*

*Does the prospect of transforming the life chances of children and young people? Excite **you**?*

*Is this opportunity the exciting next challenge which **you** are looking for?*

## Letter from our CEO and Director of Education

December 2024

Dear Applicant,

I am delighted that you have asked for information about our post of RE Adviser.

The Salisbury Diocesan Board of Education (SDBE) works to serve the needs of 190 schools across Wiltshire, Dorset, Poole and parts of Bournemouth, Hampshire and Devon. Our office is at Emmaus House, in Wilton, near Salisbury, where we also welcome colleagues from the Salisbury Diocesan Board of Finance and the Diocese of Salisbury Academy trust – it is a welcoming and busy space!

This role has developed and grown as the SDBE itself has developed; we have seen the landscape of education, and particularly how schools, academy trusts and local authorities link together, evolve. Within this, as a Diocesan Board of Education, we have a central commitment to the training and resourcing of RE to schools across our diocese, and you would be key to this.

I am pleased to attach for your information:

- Job Description
- Person Specification
- General Terms of Employment
- Living and working in Wiltshire and Dorset
- Application form

Please complete the application form and return to Sarah McNicol ([sarah.mcnicol@salisbury.anglican.org](mailto:sarah.mcnicol@salisbury.anglican.org)) either by email or hard copy.

I hope that if the role interests and enthuses you, that you will make an application on the form attached (we do not accept CVs). Thank you for considering the post.

With love and thanks,



Katie Fitzsimmons

CEO, Salisbury Diocesan Board of Education, and Diocesan Director of Education

## Why work for the DBE?

Supportive  
atmosphere

Hybrid working –  
office and home

Generous pension  
scheme

Staff training and  
development

Wellness support

Family friendly

Great office  
location – modern  
facilities

Forward thinking

## Job Description

**JOB TITLE:** Specialist Adviser for Religious Education (RE)

**RESPONSIBLE TO:** Steve Cowdery

**KEY PURPOSE:** To work as part of the DBE Team in delivering the board's vision and Strategic Plan:

**Aim 1:** The SDBE will seek to live a Jesus shaped life, we will be courageous in our leadership, humble in our actions, enabling change in culture in education and the church for the common good.

**Aim 2:** In our leadership, development and empowering of Christian flourishing we will nurture deep spiritual leadership across church schools and trusts as we Make Jesus Known.

**Aim 3:** The SDBE gives thanks for the resources entrusted to us and will ensure these are utilised in the most efficient and effective way to enable our work to flourish and be sustained in the years ahead. Similarly, we will support the school estates with abundant care, expertise, and grant funding to ensure sustainable buildings in which children can continue to benefit from belonging within the family of Church of England schools.

These strategic aspects include the following:

- Delivering high-quality support to trusts/schools which will enable transformational R.E., CW and RSHE & SMSC
- Develop, deliver and quality assure the RE and CW parts of the Programme for Church School Flourishing (PCSF) in trusts.
- Developing the effective partnership working across the RE landscape and with The Cathedral and Minster churches – with particularly regard to Leavers' Services.

This leadership includes responsibility and accountability for the development, monitoring and evaluation of these strategic aspects. It also involves website, policy, communication and resource development for these aspects. The role reflects the centrality of SDBE in the wider world of RE, this diagram shows how our policy outlines it.



**KEY ROLE A:**

**To provide professional support to our primary, secondary, first, middle and upper schools/academies in all matters relating to Religious Education.**

1. To ensure high quality and standards in the teaching of RE, through support for good subject leadership and effective teaching.
2. To plan and lead effective RE CPD that meets the needs of identified stakeholders.
3. To ensure that staff and governors are fully aware of their expectations and responsibilities to address the content of the Statement of Entitlement for RE.
4. To use the SIAMS Framework for inspection as key guidance for support and developmental work in RE.
5. To monitor the implementation of diocesan policies relating to RE.
6. To develop own knowledge and expertise of RE, working within and beyond the church school context.
7. To represent and champion the work of the SDBE at local, regional and national RE networks and organisations.

**KEY ROLE B:**

**To work as part of the School Improvement Team in developing and delivering the Diocesan Board of Education Partnership Service Agreement (PSA) and the Programme for Church School Flourishing (PCSF).**

1. To contribute to the development of the PCSF, including but not limited to the RE and CW strands, as part of the SIA team.
2. To lead, plan, deliver and quality assure the growing network of RE and CW Faculty Leaders that operate within the PCSF and deliver support for school based RE and collective worship leaders.
3. To be an adviser to a number of schools, academies and trusts, and through strong relationships deliver their Partnership Service Agreement (PSA) support.
4. To ensure that church schools and trusts are prepared for SIAMS inspection. This includes analytical discussion of church school self-evaluation, reviewing church school distinctiveness and advising strategies by which impact could be increased.
5. To work alongside to support and to challenge, school and trust leadership to facilitate robust church school improvement.
6. To support school leaders to make sense of the emerging education landscape and their place within it e.g. school to school support, including academy trusts, CEFEL, National Society for Education, etc.
7. To offer guidance and support to church school staff and leaders, including pastorally, valuing and respecting their journey as spiritual leaders and enabling the spiritual flourishing/development of others.
8. To facilitate and champion the development of school and parish partnerships, placing the school at the heart of the Christian community.

**KEY ROLE C:**

**To work within the Diocesan Board of Education's strategy for Schools Causing Concern (SCC)**

1. To work within the SCC team to secure the impact of the Diocesan Board of Education's Schools Causing Concern strategy within the group of schools or trusts causing concern.



**KEY ROLE D:**

**Contribute to the effectiveness of Diocesan Board of Education services and operations**

1. To maintain a robust, up-to-date understanding of all relevant legislation and government policy relating to the leadership of effective schools.
2. To support and contribute to the work of trustees of the Board of Education as applicable.
3. To play a full role within the School Improvement team, liaising as necessary with wider DBE colleagues.
4. To participate in the approved Diocesan Board of Education performance management system.
5. To attend training as necessary to support your professional development within this role.
6. Understand and fully commit to safeguarding and the promotion of the welfare of children in line with the SDBE policy.
7. To meet regularly with your line manager to discuss your work, informing your own practice and the future shape of the work of the Diocesan Board of Education.
8. To support and contribute to the effective communication in the work of the Diocesan Board of Education.
9. To carry out such other tasks as deemed appropriate by the Diocesan Director of Education.



## Person Specification: Specialist Adviser for Religious Education (RE)

The following is a summary of some of the main attributes that the Board of Education would wish to see in the successful candidate for School Improvement Adviser.

		A*	I*	R*	P*	T*
1	Qualified Teacher Status (Certification to be checked).	✓				
2	Experience of successful senior educational leadership, e.g. in a diocesan board of education, multi-academy trust, school, local authority	✓	✓			
3	Recent and relevant in-service professional development and training including Safeguarding, Religious Education, relevant NPQ or similar leadership professional development	✓				
4	Committed to promoting and developing the deeply Christian character of the Diocesan Board of Education	✓	✓	✓		
5	The ability to think, plan and act strategically to create change	✓	✓		✓	
6	The ability to articulate and communicate a vision for the future and proven ability to make vision reality	✓	✓		✓	
7	The ability to motivate and lead others across a range of different contexts	✓	✓			
8	The ability to build effective relationships with school/trust leaders and governors	✓	✓			✓
9	Evidence of experience of and commitment to partnership working	✓	✓			
10	Experience of using whole school self-evaluation (e.g. lesson observations, work scrutiny, data analysis) to raise standards and bring about school improvement	✓	✓			
11	Ability to analyse data and use it to support targeted school improvement	✓	✓			
12	Recent experience of the Ofsted and SIAMS process	✓	✓			
13	The ability to provide spiritual leadership within the context of Church school leadership	✓	✓	✓		
14	Ability to communicate effectively e.g. verbal; written; communication technology	✓	✓		✓	✓
15	Demonstrates a personal and professional enthusiasm and passion for leadership and learning	✓	✓			
16	Demonstrates personal and professional integrity		✓	✓		
17	Demonstrates the ability to inspire trust and commitment		✓	✓		

## Essential general skills and competencies

- Ability to prioritise workload
- Ability to organise effectively
- Ability to communicate effectively at all levels
- Ability to use initiative and be a self-starter
- Ability to work collaboratively with colleagues
- Attention to detail
- Professional personal presentation
- Enthusiastic and personable
- Adaptable under pressure
- Identify and express personal training needs
- Understanding and empathy of Church of England beliefs and practices
- Able to carry out duties professionally and confidentially, within DBE data policy
- Work within the SDBE Safeguarding policy adhering to all relevant safeguarding practices

A\* Application

I\* Questions during interview

P\* Presentation

R\* Reference

T\* Task

## General Terms of Employment

Employer	Salisbury Diocesan Board of Education /SALED Ltd
Contract Type	0.6 FTE (days per week to be agreed) for a two-year fixed term
Probationary period	A probationary period of 6 months is applicable in this post
Notice Periods	Following probation, the appointment will be subject to 3 months' notice in writing on either side.
Salary	<p>This is a grade 3 Manager/Specialist post with a salary band of A to C. The salary is £37,275 to £42,263 FTE, and therefore for 0.6 FTE is £22,365 to £25,358.</p> <p>Salisbury Diocesan Board of Education/SALED Ltd offers a non-contributory pension scheme, based on 10% of salary that can be increased by 3% if a matching 3% contribution is made by the employee.</p>
Hours of Work and holidays	<p>You are required to always be available for work when the schools and academies are open and at other such other times as may reasonably be expected in order to carry out your duties effectively.</p> <p>The annual leave entitlement for an FTE is 29 days (includes 4 office closure days over Easter and Christmas) plus 8 bank holidays. For 0.6 FTE this is 17.4 days plus 4.8 bank holidays.</p>
Location	Regular travel to schools in the diocese will be a requirement of the role. Emmaus House will be the office base with travel required throughout the Diocese. Although the post holder will not be expected to attend this base when their school-based work is centred elsewhere in the Diocese. There is a non-smoking policy in Emmaus House.
Travel Expenses	If applicable, these are paid in accordance with the SDBE Expenses Policy.

## Living and working in Wiltshire

Where else in the UK will you find England's first safari park, the highest concentration of prehistoric sites in Europe and the UK's tallest cathedral spire? It's got to be Wiltshire with the safari park at Longleat, the World Heritage sites of Stonehenge and Avebury and the cathedral spire in Salisbury!

Explore historic houses and gardens including Stourhead and Bowood, spot White Horse hill figures and



shop 'til you drop at the Swindon Designer Outlet and the vibrant city of Salisbury and discover some of Wiltshire's Conservation Churches too. You'll discover a huge variety of events from music festivals, a literature festival, food and drinks festivals to arts events.

Wiltshire has events year round including some rather famous international festivals, sporting events at Salisbury Racecourse and Castle Combe Circuit as well as traditional events like the Downton Cuckoo Fair and illuminated carnivals across the county.

If you are a keen theatre goer then a visit to Salisbury Playhouse is a must for there's the chance to see productions before they break the London stage. See performances and concerts at the Wiltshire Music Centre in Bradford-on-Avon.

Wiltshire is proud to have award-winning dining with three Michelin starred restaurants at some of our prestigious hotels as well as AA rosettes for fine dining. Keep an eye out for the Wiltshire Food & Drink logo which is awarded to properties that meet certain criteria regarding sourcing local produce.

The keen foodies amongst you may want to follow one of the food trails, head to one of the Wiltshire farmers' markets for fresh produce directly from the supplier, or perhaps improve your culinary skills at a cookery school. Wiltshire is also lucky to have some fine vineyards and breweries, including the Wadworth Brewery famed for its 6X beer. Why not also sample local cider and apple juice too – often found in the local farmers' markets. Wiltshire has lots of amazing places to explore; discover more about Salisbury, Swindon, Bradford-on-Avon, Trowbridge, Royal Wootton Bassett, Cricklade, Calne, Amesbury, Marlborough, Devizes, Chippenham, Tisbury and Corsham as well as other towns and villages.



Information from [www.visitwiltshire.co.uk](http://www.visitwiltshire.co.uk)

## Living and Working in Dorset

Dorset has such a varied range of great attractions there is certainly something to suit every taste. Dorset boasts some of the finest stately homes and gardens in the country and has a rich history and heritage with some stunning castles and forts that will transport you back to years gone by. For history buffs Dorset is a must. Home to some of the most intriguing museums, with collections from war time history, to millions of years of evolution direct from Dorset's Jurassic Coast. Not forgetting the younger members of the family, Dorset has some fabulous family attractions to entertain. From children's farms to steam trains and activity centres to high wire adventures, the children will be more than happy.



If you're after clear air, sweeping cliff walks, breathtaking views and snug little towns brimming with restaurants and shops to explore, Dorset is for you! Dorset is as multi-layered as the famous fossil flecked cliffs along its Jurassic Coast - a stunning stretch of 200 million-year-old shoreline that has been designated a Natural World Heritage Site by UNESCO due to its outstanding geological make-up. The charming countryside Dorset has to offer has been designated as an Area of Outstanding Natural Beauty and it's easy to see why.

There is more to Dorset than just fabulous scenery and magnificent coast - the history of this county is rich and vivid. How many areas do you know that can boast a huge naked chalk giant, England's first Natural World Heritage Site and the largest hill fort in Europe!!

All over Dorset, you'll uncover charming market towns and tiny villages tucked into tranquil rurality. Each town has its own individuality, character and history to relate. It is no wonder that the area has captivated film and TV makers from all over the world. Productions of all kinds have been filmed on location here, with Dorset's unspoilt countryside, dramatic coastline and spectacular historic houses and gardens being used as a backdrop to the action.

Dorset is also renowned for its year round events calendar that only helps to enhance its glowing reputation as a fantastic destination. From small local community events in some of Dorset's beautiful towns and villages, to large-scale festivals and seasonal events with turnouts in the thousands. If music and the arts are more your thing then keep your eye out for acts performing at Dorset festivals and concerts. Information from <http://www.visit-dorset.com/>

## Recruitment for flourishing

'Where there are few flourishing adults, there will be few flourishing children.' (Our Hope for a Flourishing School System 2023).

The strategic intent, as set out in the [Salisbury Diocesan Board Of Education Strategic Plan September 2023 - March 2028](#) is to be a flourishing diocese. This determination extends to all recruitment processes.

Therefore, we are committed to a recruitment process that is open, fair and inclusive, maximising opportunity for all. We recruit to build community, to build relationships and secure a strong sense of being well together. A thorough handover process will take place, this will progress into a structured induction programme to ensure the selected candidate builds the wisdom, knowledge and skills to fulfil the role. The unique worth of each applicant will be fully respected; dignity will be paramount and recruitment equity established and embedded throughout the process. At every stage the recruitment process will be hope filled and aspirational.

### **Commitment to Safer Recruitment**

The Salisbury Diocesan Board of Education is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to complete an enhanced level of Disclosure & Barring Service (DBS) Check. Online searches will be carried out for all candidates, this will involve searches of information that is publicly available online.

### **Commitment to Equality, Diversity, Inclusion and Justice**

The Salisbury Diocesan Board of Education is committed to encouraging equality, diversity, inclusion and justice among our workforce, and eliminating unlawful discrimination. Our aim is for our workforce to be truly representative of society and for each employee to feel respected and able to give their best.

### **How to Apply**

If you decide to make an application please look carefully at the Job Description and Person Specification, and complete our standard application form.

Your supporting statement should be no longer than 3 sides of A4 and should be tailored to demonstrate your suitability for the post, matched to the person specification.

**CVs will not be accepted** and interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification and can demonstrate and evidence their commitment to our vision.

Please return your completed application form to: [sarah.mcnicol@salisbury.anglican.org](mailto:sarah.mcnicol@salisbury.anglican.org)



## Key Dates

### Closing date:

Noon; Wednesday 5<sup>th</sup> February 2025

### Shortlisting:

Friday 7<sup>th</sup> February

### Interviews:

Friday 14<sup>th</sup> February

### Visit to existing place of work

TBC

## Any Questions?

If you would like an informal discussion about any aspect of these career opportunities, please contact Sarah McNicol, by email initially, at the following email address – [sarah.mcnicol@salisbury.anglican.org](mailto:sarah.mcnicol@salisbury.anglican.org) including your contact details. We will be pleased to talk with you.