

Job Title:	Principal School Adviser
Hours:	Full-time, nominally 37hrs per week
Salary:	In the region of 60-65k
Employer:	Oxford Diocesan Schools Trust (ODST)
Line Manager:	ODST Director of Schools
Key relationships:	Contact and liaison with staff within ODST (centrally and in schools) and within the Oxford Diocese Board of Education (ODBE)

Job purpose

The post holder is to carry out the professional duties of a Principal School Adviser and is expected to contribute to the achievement of the ODST's mission and ministry in education by sharing responsibility with the Director of Schools, the CEO and the schools' effectiveness team for the highest standards of education and the development of core values in ODST schools and academies.

Principal Accountabilities

- Support and challenge the development of ODST schools as providers of high quality educational standards
- Play a leading role in the effectiveness of ODST Services and operations
- Participate in the formulation of ODST Education Policy

DUTIES AND RESPONSIBILITIES

1. Support the development of ODST schools as providers of high quality educational standards by:

- Share in the leadership for improving standards within schools through the provision of School Improvement advice such as analysis of performance data, performance management of head teachers, providing professional development, coaching, mentoring, carrying out school reviews, action planning and monitoring etc.
- Manage the development and maintenance of effective school improvement systems and strategies to ensure any underperformance (both academically and in other ways) in schools is identified early on and appropriate actions are taken promptly.
- Challenge and support schools to increase progress and raise standards via accurate analysis of all available data and support the outcomes of Ofsted inspections and, where appropriate, SIAMS inspections, through work to improve self-evaluation and developing leader's skills.
- Support, advise and challenge head teachers, governors and staff of ODST schools, through regular personal visits and other means of communication, to promote and develop the distinctiveness and effectiveness of ODST schools, whilst recognising that ODST has a mixture of CE designated and community schools.
- Provide in-service training for head teachers, staff and governors on a range of subjects, with a focus on establishing an effective response to the key issues in current educational thinking that is true to the Christian foundation of ODST.
- Liaise with senior leaders and school governors in cluster/hub groups, including community schools, to foster effective internal ODST and inter-school links.

- Identify and contribute to the development of talented and motivated leadership teams in schools.
- Develop appropriate resources to support the work of schools.
- Advise governing bodies during the appointment of head teachers, liaising with local authority colleagues as appropriate.
- Where appropriate provide advice and support to head teachers and governors to enable effective Church school self-evaluation using the National Society Toolkit or other means, especially before and after SIAMS inspections.

2. Contribute to the effectiveness of ODST Services and operations by:

- Ensure effective communication with other members of the ODST 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.
- Facilitate new opportunities for ODST schools from local, regional and national education partnerships, strategies and programmes.
- Take a central part in the development of ODST's resources for schools.
- Contribute to sound financial management of ODST by effective financial planning of activities such as training.
- Manage aspects of the ODST strategic priorities as identified in the strategic plan and the school effectiveness annual plan as directed by the Director of Schools.
- Develop an effective understanding of relevant legislation and government policy relating to the structures and leadership of schools so as to deliver effective school improvement and support.
- Appropriate liaison with other diocesan departments as directed to support the work of the wider Diocese.
- Act as line manager/ mentor to other School Advisers in directing their work, providing support and evaluating their performance where directed.
- Champion the pupil assessment tracking system used by ODST so that it is effectively embedded in all schools and provide support for leaders and staff in its effective use.

3. Participate in the formulation of ODST Education Policy by:

- Work with the Director of Schools and other officers in contributing to the development of ODST's policies so they are up-to-date, relevant, developmental and supportive.
- Ensure that ODST's policies are understood, shared and followed by school leaders and governors, clergy, diocesan partners, local authorities, community schools and inspectors.
- Contribute to the work of ODST committees as appropriate.

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 team working 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. Whilst the post-holder will report to the Director of Schools of ODST on a day to day basis, they will ultimately be accountable to the Board of Trustees of ODST.

Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder must be committed to the organisation's vision and values.

PLANNING AND ORGANISATION

The post holder will:

- Regularly visit each ODST school designated to him/her by the Director of Schools to assist and advise on a range of matters that are raised by the head teacher, 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 ODST schools and provide advice and challenge in situations to develop 'excellent' schools and develop academic and spiritual, moral, social and cultural outcomes.
- Advise governing bodies in relation to the appointment of head teachers and some senior staff, liaising with other officers where appropriate; attending governors' meetings to assist in the preparation of job descriptions/person specifications, together with the process of short listing and interviewing.
- Provide advice and support, including training, for the provision of leadership and development and in areas such as collective worship and the spiritual, moral, social and cultural development of pupils, in collaboration with other members of the diocesan team.
- Develop and deliver effective training, presentations and training materials as part of the trust's support for continuing professional development and the training for governing bodies.
- Provide advice and support to head teachers and governors before and after an inspection.
- Represent ODST on LA or other committees where required.
- The post holder will work with other departments in the wider Diocese in order to support those carrying out their responsibilities as governors in church or community schools.
- Such other duties/attendance at meetings as the Director of Schools may reasonably request.
- The post holder will agree the priority of the tasks across the range of the work in conjunction with the Director of Schools.

CONTACT WITH OTHERS

The post holder will on a day to day basis be accountable to the Director of Schools in all matters and will liaise with ODST colleagues and stakeholders, staff in other Diocesan departments, head teachers, chairs, governors, Board members, local authority officers/advisers, registered inspectors, DfE and National Society officers, building professionals, clergy and officers of other boards within the wider Diocese.

Professional Standards - knowledge, skills and competencies

Qualifications:	Essential	Desirable
<ul style="list-style-type: none"> • Educated to Degree level or equivalent • Qualified Teacher Status 	<ul style="list-style-type: none"> ✓ ✓ 	
<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Ability to understand and disseminate complex pieces of legislation and Codes of Practice • Ability to think creatively, to work strategically, and to anticipate and solve problems • Excellent communication skills • Excellent classroom practitioner with knowledge of EYFS, Key Stages 1, 2 and SATS tests • Understanding of national expectations of attainment, floor standards and expectations of pupil progress. • The ability to self-motivate, prioritise, plan and organise • Honesty, personal integrity and ethical decision making; taking responsibility for actions and consequences • The ability to secure and maintain good working relationships with colleagues and make an excellent contribution to team working; builds and maintains good relationships with others • Good understanding of education regulations, management and other issues affecting schools • Good presentation skills • Evidence of ongoing professional development • ICT literate and willing to embrace new technologies • Full clean driving licence holder with access to the use of a vehicle • A demonstrable understanding of CE schools and their operation 	<ul style="list-style-type: none"> ✓ 	
<p>Experience:</p> <ul style="list-style-type: none"> • Proven track record in delivering school improvement as a head teacher or senior leader (probably in a primary school) or in recent advisory/consultancy work • Proven experience of building and maintaining effective relationships with a wide range of stakeholders • Experience of collaborating and networking with others locally and nationally • School improvement experience whether within a school or at an advisory level • LLE experience or Ofsted trained 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

GENERAL INFORMATION

Remuneration	Salary in the region of 60-65k, according to experience
Hours of work	A nominal record of 37 hours per week (full-time). Due to the nature of the role there may be some requirement to attend evening meetings.
Place of work	Nominally based in Church House (Oxford), OX5 1GF with travel to ODST schools and other locations expected
Holidays	24 days paid annual leave plus Public Holidays.
Pension Provision	Eligible for membership of LGPS or Teachers Pensions (where an existing member or deferred rights are held)
Other requirements	Due to the nature of the role, the post-holder will need to hold a full driving licence with access to a vehicle. The post is also subject to a satisfactory DBS clearance at enhanced level.