

Encouraging
Confidence



School Adviser: Primary

Recruitment Pack



Dear Colleague,

Thank you for your interest in this exciting opportunity. Are you considering your next step after headship? Do you still have the passion, energy, and commitment to make a meaningful difference in the lives of young people? If so, we'd love to hear from you.

We are seeking an experienced and accomplished primary headteacher or adviser to join our highly effective team from Easter or September 2025—though an earlier start could be arranged. In this role, you'll play a key part in providing expert support and challenge to school leaders, fostering educational excellence across our family of 236 church schools and academies.

This is a particularly exciting time to join us. Our reputation for excellence continues to grow, and with it, the number of schools we support. In response to increasing demand, we are expanding our services and enhancing the range of training and tailored support we offer. Joining our team now means becoming part of a dynamic, growing service that is making a real difference in education.

We're looking for someone with a strong, proven record in primary church school leadership who is ready to take their professional journey further. You'll thrive in our culture of openness, collaboration, and mutual support. Where your contributions will be highly valued as part of a close-knit team of former church school headteachers who understand the challenges and rewards of this leap.

We hope the information in this pack inspires you to take the next step. If you have any questions, need more information, or simply want to chat about the role, please don't hesitate to reach out to me directly.

With every blessing,



Simone Bennett
Director of Education



The Diocese of Leeds

The Diocese of Leeds is geographically the largest diocese in the country. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 236 schools and the Education Team work in partnership with nine local authorities and ten multi-academy trusts.



Diocese of Leeds Board of Education

The Diocesan Board of Education (DBE) is the statutory body with responsibilities for the promotion of Christian education and for Church schools and academies.

Leeds DBE is committed to encouraging confidence through transformational learning inspired by the Church of England's Vision for Education. Ensuring that all may experience "life in all its fullness" (John 10:10). By promoting confidence in leadership, teaching, and local engagement, we ensure distinctively Christian education empowers individuals and transforms communities.

Our team is based in Church House, modern offices in the centre of Leeds. However much of this role will be based from home and regular, extensive travel across the Diocese is an expectation.



About the role

As a School Adviser you will collaborate closely with the Director and Deputy Director of Education to fulfill the following key responsibilities:

1. **Advisory Support to schools and academies**

- Serve as the designated adviser for a portfolio of Church of England schools and academies.
- Establish and maintain strong professional relationships to support and enhance the schools' distinctive Christian foundation.

2. **Educational Improvement Guidance**

- Assist schools in improving educational outcomes by offering strategic support in planning, evaluation, and the execution of improvement initiatives.

3. **Contributions to the Diocesan Education Team**

- Provide expertise to the Diocesan Education Team.
- Support the planning and delivery of a robust professional development and training program tailored to the distinctive needs of Church of England schools.

4. **Engagement with Broader Educational Initiatives**

- Actively participate in diocesan, regional, and national educational initiatives, under the guidance of the Director of Education.

Professional Development Opportunities

This role offers significant opportunities for professional growth. The post holder will be encouraged to take a leadership role in shaping and delivering Diocesan education policies and practices.



*Encouraging
confident teachers*

Hours

This post is full time (35 hours per week) but mimics the work of school leaders in the way it will ebb and flow across the school year. There will be a requirement to work some evenings. Holiday entitlement includes 30 days' annual leave plus bank holidays, plus four customary days a year (between Christmas and New Year).

Salary

A competitive package includes a competitive annual salary of £60,158, reimbursement of car and travelling expenses, and an 8% non-contributory pension with up to an additional 5% matched contributions.

The Diocese of Leeds is proud to be a real Living Wage Employer


Safeguarding

An Enhanced Disclosure and Barring Service check is required.

Equal Opportunities

Leeds Diocesan Board of Finance (The Board) is committed to providing equal opportunities in employment and the workplace and in avoiding unlawful discrimination. Accordingly, the Board will ensure that recruitment and selection, training and development, and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, class or caste, religious belief or lack of religious belief (unless this is an occupational requirement), disability, trade union membership or non-membership, gender or sex, sexual orientation, marital status, age, responsibility for dependents or being a part-time or fixed-term worker. The Board's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

To download a copy of our policy for the recruitment of ex-offenders from the diocesan website, please click on the link: <https://www.leeds.anglican.org/vacancies>



*Encouraging
confident school
leaders*

Job Profile and Description



JOB TITLE: Primary School Adviser: Leadership

ACCOUNTABLE TO: Director of Education

LINE MANAGED BY: Director of Education

KEY RELATIONSHIPS: Internal

- Other members of the Diocesan Education Team
- Diocesan Board of Education (DBE): Chair and Members of the Board Diocesan Bishop, Area Bishops and Archdeacons
- Diocesan Secretary
- Diocesan Communications Team Parish Clergy on Governing Bodies

KEY RELATIONSHIPS: External

- Church Schools and Academies in the Diocese: Headteachers / Leaders, Governors, Multi-Academy Trust CEOs and Trustees;
- Local Authorities: Director of Children's Services / Assistant Directors/ LA Officers;
- DfE / Ofsted / HMI / RSCs;
- National College / Teaching School Alliances / National and Local Leaders of Education;
- Church of England Education Office: Chief Officer, Leads for: School Effectiveness / RE / SIAMS / Governance (as appropriate);
- Other Diocesan Education Teams

All references to Church schools include Church academies

PURPOSE OF POST

As an officer of the Diocesan Board of Education (DBE), to deliver statutory and income-generating support, advice and guidance to diocesan Church schools.

Your work will also contribute to the furtherance of the Diocesan Strategy to support confident Christians, grow churches and help transform all communities, underpinned by the values of loving, living and learning.



KEY RESPONSIBILITIES

Working with and reporting to the Director and Deputy Director of Education to:

- Be a named adviser for a portfolio of Church schools across the whole geography of the diocese supporting leaders, including through coaching, mentoring and challenge, to deliver highly effective and distinctive education;
- Make a significant contribution to the pastoral support of leaders including headteachers, principals and chairs of governors;
- Assess and evaluate, alongside senior Church school leaders, the effectiveness of the school and contribute to the establishment of appropriate school development and improvement plans, responding where appropriate to Ofsted and SIAMS inspections and/or Local Authority / DfE review;
- Work to highlight potential areas of outstanding practice or concern in Church schools in regards to key SIAMS areas and to broker support, where needed, from the Deputy Director(s) and School Adviser colleagues;
- Identify and broker school development and improvement support for Church schools from strategic partners;
- Contribute to the Service Plan for Church schools including income generation and the delivery of bespoke services;
- Contribute to other aspects of Church school development and improvement as directed by the Director and Deputy Director(s) to enhance educational excellence, including planning and leading a range of training;
- Contribute to recruitment processes for the appointment of Church school leaders;
- Contribute knowledge and understanding of pedagogy, curriculum development and assessment practice for specific phases or areas e.g. Early Years and Primary / RE / Developing Spirituality, and to add to the capacity of the Education Team;
- Contribute to the Diocesan Board of Education strategy and have delegated responsibility for one or more areas of the work of the Team;
- Attend by invitation, support and contribute to the work of the Diocesan Board of Education and its sub-groups;
- Confidently contribute to the mission and ministry strategy of the Diocese to transform communities through promoting Church school and parish links, clergy training and the wider work with children and young people;
- Work closely with external partners and stakeholders and the Church of England Education Office to ensure all engagement with Church schools is both appropriate and professionally delivered;
- Attend regional and national conferences and training events as directed by the Director of Education.
- To lead on an aspect of the teams' work as designated by the director/ deputy director of education.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

Requirments: E=Essential D=Desirable

Assessed through: A=Application I-Interview T=Task

Threshold

Support the work and mission of the Church of England	E	A
Be committed to Church of England schools and academies as key providers of education and as part of the Church's wider mission	E	A, I
Qualified Teacher Status	E	A
Proven experience in primary school headship	E	A
Headship experience to include of a Church school	D	A
Recent and relevant Continuing Professional Development	E	A
Thorough understanding of the National Curriculum requirements and expectations	E	A
Able to travel regularly and flexibly throughout the Diocese	E	A
Further relevant qualifications e.g. Masters, NPQH	D	A

Knowledge and Skills

Knowledge and understanding of leading and developing Church school distinctiveness including Collective Worship	E	A, I
Knowledge and understanding of the requirements for Religious Education	E	A, I
Current knowledge and understanding of pedagogy, curriculum development and assessment practices	E	A, T, I
Proven ability to analyse school performance information	E	A, T, I
Proven experience of working with a range of external partners to improve outcomes	E	A, I
Leading a team through external quality assurance inspections e.g. SIAMS, Ofsted	E	A, I


Ability to evaluate whole school effectiveness in order to identify areas for improvement and/or excellent practice	E	A, T, I
Ability to think creatively and work strategically	E	A, T, I
Have effective ICT skills including emails, database, internet and Microsoft Office packages	E	A, T
School to school Improvement experience e.g. NLE	D	A, I
Experience as an Ofsted or SIAMS Inspector	D	A, I
Experience of working with governing bodies to offer support and challenge	D	A, T, I

Attributes

Personal integrity and ethical decision making	E	A, I
Ability to self-motivate, plan and prioritise	E	A, I
Emotionally aware, including discretion and confidentiality	E	A, I
Excellent interpersonal skills to a range of audiences, including leading training	E	A, I
Build relationships and work well within a team	E	A, T, I
Ability to give and receive effective feedback	E	A, T, I
Willingness and ability to actively promote the Diocesan Education Team and its traded offer to schools	E	A, I
Communicant member of the Church of England or of a church in communion with it	D	A



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confident learning*



Make a fresh
start in 2025!

Don't miss this opportunity...

How to Apply

To arrange an informal discussion please contact the Diocesan Director of Education, Simone Bennett: 07539 873862 simone.bennett@leeds.anglican.org

The application form can be accessed through the Church of England Pathways website:
<https://pathways.churchofengland.org/en/jobs/school-adviser-primary/1715>

Closing date: Midnight, Monday 6th January 2025

Shortlisting: Tuesday 7th January 2025

Interviews: Monday 13th and Tuesday 14th January 2025 at Church House, 17-19 York Place, Leeds LS1 2EX

Please note:

The information in this pack is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation.

However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail.

It must also be noted that the job description may be reviewed from time to time, in conjunction with the post holder.

The most difficult thing is the decision to act, the rest is merely tenacity. The fears are paper tigers.

You can do anything you decide to do. You can act to change and control your life; and the procedure, the process, is its own reward.

- Amelia Earhart

Why not apply today?



 THE CHURCH
OF ENGLAND
Diocese of Leeds

