



School Development Adviser Maternity Cover

£52,441 pa (£20,976 pro rata)

14 hours / week in term time, Sept 2026 – April 2027

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 42 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull, as well as Middlesbrough and Selby, two National Parks, and the incomparable Yorkshire coast. We are a family of clergy, churches, parishes and schools, led and guided by the Archbishop of York, Stephen Cottrell. York Minster is our principal church.

As a diocesan family, we are renewing our commitment to our vision and goals. We are putting fresh energy into Living Christ's Story, and delivering strategic programmes focused on our aims: becoming more like Christ; reaching those we currently don't; growing churches of missionary disciples; and transforming our finances and structures.

The Context

The vision of the YDBE seeks to build flourishing communities in its schools, parishes and homes where every child, young person and those who care for them has a transforming encounter with the Christian faith and the person of Jesus Christ. This vision is aligned with the Diocesan vision of Living Christ's Story and to the Growing Faith developments within the Church of England where Growing Faith identifies three areas of focus – the church, the school and the household.

Therefore, the vision and strategy of the YDBE has overarching themes for churches, schools and households:

- **Churches** - Creating expressions of church where children, young people and households are actively involved, grow spiritually and have their voices heard.
- **Schools** - Creating flourishing Church school communities committed to providing education of the highest quality that is deeply Christian and seeks to serve the common good for their own locality.
- **Households** - Supportive households growing in confidence to share and nurture the Christian faith at home.

The Education Team & The York Diocesan Board of Education (YDBE)

The Diocesan Boards of Education Measure (2021) requires each Diocesan Synod to make a Scheme to designate the DBE for the Diocese. The Scheme relating to the YDBE was made in June 2022 by Diocesan Synod and created the YDBE as a statutory committee of the Diocesan Board of Finance (DBF). In addition to the education requirements of the DBE Measure, the York Diocesan Synod also deemed the YDBE to have oversight of Children and Youth work in the Diocese of York.

The YDBE supports Church of England academies and schools located in seven local authorities between the Humber and the Tees. The role of a DBE 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. To do this effectively, the YDBE works with a wide range of bodies and organisations including parishes, other dioceses, local authorities, Multi Academy Trusts (MATs), Teaching School Hubs, the Department for Education and the national Church of England Education Office on any matter affecting Church schools and academies, their performance, their theologically rooted Christian vision and their buildings.

The Diocese of York is also a member of DBE Services Ltd, a company formed by a group of northern dioceses for the marketing and delivery of educational services. This extends the capacity of the Education team to support school development and offers opportunities for members of the team to work collaboratively with professional colleagues from other dioceses on an ambitious range of projects and initiatives.

School Structures and Organisation

Within a mixed system of maintained and academy schools and reflecting the government's desire for a fully academised system in line with the Schools White Paper, *Opportunity for all: strong schools with great teachers for your child*, the YDBE published its updated Diocesan Academisation Strategy in December 2023. This strategy frames the policy and practice of the YDBE and steers its interactions with the Department for Education (DfE) and the Church schools within the Diocese of York.

There are currently 41 academies and 81 maintained Church schools within the Diocese of York. The YDBE continues to support schools who have converted, or wish to convert, to become academies and there are ten school-led mixed Multi Academy Trusts (MATs) across the Diocese with community and Church schools working in partnership.

School Standards and Inspection

The role of the Diocese continues to be important as a partner with the DfE, Ofsted, MATs, teaching school hubs, governance groups, SACREs and Local Authority (LA) forums. Therefore, the Education team invests time in fostering these partnerships on behalf of Church schools and more widely as a champion for education across the Diocese in line with the 2021 Boards of Education Measure.

As of March 2024, 81% of the Church schools and academies are graded as good or outstanding by Ofsted and 98% are judged to be living out their Christian foundation/good/outstanding/excellent in SIAMS.

The Post

The Diocese of York is seeking to employ a School Development Adviser to cover maternity leave, supporting our work with the Church schools across the Diocese and deliver our Service Level Agreement to schools.

Job Description

Overview

- To provide guidance and support in delivering and maintaining the Church of England's Vision for Education to our schools and academies.
- To support the work of the Diocesan Board of Education (DBE), the Diocesan Director of Education (DDE) and the Directors of the Diocese of York Educational Trust (DYET) in providing strategic leadership that promotes educational excellence in the context of Church schools and academies.

School System

- To work collaboratively with colleagues in the education team in developing strategies for school organisation and supporting their implementation.
- To represent the DDE or the Diocese on statutory and other committees as requested by the DDE e.g. MAT boards, LA reviews, IEBs, SACRE etc.
- Attendance at relevant meetings, and involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.

Church School Improvement

- To gather and share examples of good practice in school improvement in line with the Church of England's Vision for Education.
- To work with LAs, Teaching School Hubs and MAT CEOs/colleagues in monitoring standards in Church of England schools and academies and developing and implementing strategies to support school improvement.
- To attend Ofsted/SIAMS inspections when required – interview with inspector and feedback – in person and virtually.
- To undertake annual review and development visits to schools and academies under the Service Level Agreement.
- To support schools in the preparation for Statutory Inspection of Anglican and Methodist Schools (SIAMS), including their self-evaluation and action plans linked to the Church of England's Vision for Education.
- To provide support and advice to clergy and others working with Church or community schools and promote understanding of the value and importance of ministry through schools.
- To contribute to the development and delivery of initiatives and programmes to develop Christian leadership (including governance) and to contribute to the development of diocesan resources, policies and guidance on the appointment of headteachers for Church of England schools and academies.
- To support and advise schools with headteacher/head of school appointments with attendance, if required, at initial meeting, shortlisting and interview.

General

- The post-holder will play an important role in being a first point of contact for anyone with safeguarding issues, and as such will need to demonstrate the ability to relate to people across the whole social spectrum and to put people at their ease and demonstrate the ability to show pastoral sensitivity and tact where appropriate.
- This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.
- To attend relevant meetings and have involvement in other 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 model a collaborative and professional approach to the role.
- To work in a confidential and sensitive manner at all times.
- To encourage good relationships with immediate colleagues, other staff and external contacts.
- To undertake such other duties as reasonably requested.

The post may involve some travel within the Diocese. Flexibility to support occasional courses, events or meetings outside normal office hours, including some evenings and weekends, would be welcome.

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.

The post holder will report to the Director of Education.

Other Key Working Relationships

- The Children and Youth Team
- The Safeguarding Team

Person Specification

Essential

1. Demonstrate a strong personal commitment to promoting education with a Christian purpose, and an understanding of the Church of England's Vision for Education: Deeply Christian, Serving the Common Good.
2. Qualified teacher status, together with a degree or equivalent qualification, and a commitment to continued professional development.
3. Leadership experience in a school or academy context, including experience of leading training.
4. Familiarity with contemporary curriculum issues relating to Religious Education and the provision for pupils' spiritual, moral, social and cultural development.
5. An awareness of the value of Collective Worship and its role in promoting the spiritual life of the school.
6. Good understanding of curriculum and leadership (including governance), in the primary and secondary phases, including issues relating to teaching and learning and safeguarding.
7. Sound understanding of developments in education, including around public policy and the growth of Multi Academy Trusts (MATs); and of principles around self-evaluation and school improvement.
8. Excellent written and verbal communication skills, including the ability to compile and present reports.
9. Able to influence and persuade; ability to relate well to a wide range of people including clergy, teachers, head teachers, governors, MAT colleagues, LA officers and pupils.
10. Good IT skills, including use of TEAMS/Zoom, Word, Excel, Powerpoint and an electronic diary system.
11. A flexible, can-do approach and a practical, strategic approach to problem solving.
12. Self-motivated, well-organised and resilient; able to work to a high standard with minimum supervision, within a team context.

Desirable

13. Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
14. A relevant further qualification (e.g. MEd, NPQH, MBA etc).
15. Wider leadership experience such as school improvement partner, Diocesan Adviser or LA Adviser, and/or experience as an Ofsted or SIAMS inspector.
16. Experience of teaching or leading Religious Education in schools or academies.
17. A working knowledge of the Understanding Christianity resource and the locally agreed syllabus of the local authorities and diocesan guidance for RE.
18. An understanding of the role of governance in Church of England schools and academies and/or first-hand experience of governance.
19. Understanding of Church of England culture and structures.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Director of Education
DBS	The post is subject to an Enhanced Disclosure and Barring Service check.
Contract Term	This is a fixed-term contract of 8 months, to cover a period of maternity leave.
Probationary Period	Appointments are subject to a 6-month probationary period.
Location	The post is based at the diocesan offices at Clifton Moor, York.
Hours	The post is 0.4FTE which is 14 hours per week, term-time only. Our normal office hours are Monday to Friday, 9am to 5pm. The post-holder may be required from time to time to attend meetings outside normal working hours. Agreement will be made with the postholder as to which hours during the week will normally be worked.
Salary	An appointment will be made with a starting salary of £20,976 per annum, based on a full-time equivalent of £52,441 per annum.
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to Bank and Public Holidays, DBF employees are entitled to 5 weeks’ annual leave in any year.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder’s home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.

Non-contractual Benefits

Flexible Working	We offer staff a range of options for working flexibly, including the option to negotiate occasional homeworking
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care, cycle to work and pension salary sacrifice schemes.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser in Pastoral Care offers the space to talk through pastoral, professional or personal matters, providing or arranging counselling and/or mediation if required.