

**Peterborough Diocesan Board of Education**

**Collective Worship Adviser**

**JOB DESCRIPTION**

**Accountability**

The Collective Worship Adviser is accountable to the Diocesan Director of Education and the Diocesan Board of Education.

**Reporting to: The Assistant Diocesan Director of Education**

The Collective Worship Adviser will work collaboratively with the Assistant Diocesan Director of Education in order to ensure the best possible delivery of collective worship in the church schools, church academies and church multi-academy trusts in the care of the Peterborough Diocesan Board of Education. The role will primarily involve working alongside teachers and head teachers to coach, mentor and provide other means of support, in order that they are equipped to deliver collective worship that inspires pupils and adults and supports their spiritual flourishing.

**Essential aspects, main duties and responsibilities of the role**

* Working with the Assistant Diocesan Director to support best practice in collective worship across Church schools in the Diocese of Peterborough
* Leading training, observing collective worship in schools and providing consultancy and quality assurance support
* Sharing best practice in collective worship including producing a termly collective worship newsletter
* Organise and assist with joint school collective worship events.
* To provide reports for the Diocesan Board of Education, related to the role

**Potential other duties and responsibilities**

* To co-ordinate and report on development visits to schools and academies under the Service Level Agreement.
* To help develop the Training Programme for the Diocese, arranging training for collective worship.
* To organise and lead a collective worship network with termly meetings for teachers who lead collective worship in their schools.
* Enhance the musical dimension of collective worship in schools, subject to personal skills and expertise.
* To participate where possible in local/regional/national Adviser Networks and contribute to joint development of resources for collective worship to support schools.
* To report on collective worship to the Schools’ Standards & Effectiveness Committee.
* To create and share support materials to send out with the newsletters, as appropriate.
* To support schools in their engagement with national initiatives such as ‘Thy Kingdom Come’
* To offer training to church leaders to help them learn from schools about how collective worship is delivered and its focus on spiritual flourishing.
* To work with local church representatives, clergy or lay and/or chaplains to encourage their involvement in collective worship in school.
* To enable schools to build partnerships with churches and families.
* To undertake such other duties as reasonably requested by the Director of Education or Assistant Director of Education.

**Key relationships**

**Internal:** Members of the Education Team and other Diocesan Teams working with schools and academies, and the Diocesan Board of Education.

**External:** Head teachers / Principals, Clergy, Local Church leaders in parishes

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **QUALIFICATIONS** |  |  |  |
| Degree and other qualifications |  |  | A |
| **EXPERIENCE** |  |  |  |
| Proven track record of leading collective worship in Church of England Schools that inspires children and adults |  |  | A, R |
| Evidence of continued professional development in current role |  |  | A, R |
| Successful coaching and mentoring in a church, school or other setting |  |  | A, R |
| Successful SIAMS inspection experience in a collective worship leadership capacity |  |  | A, R |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |  |
| Knowledge of resources and materials available to support the leading of collective worship in schools |  |  | A, I, R |
| Clear understanding of, and commitment to, the church’s place in education |  |  | A, I |
| Understanding of the distinctive nature of church schools |  |  | A, I |
| Understanding of current guidance relating to collective worship in Church of England Schools |  |  | A, I |
| Understanding of school, parochial and diocesan structures |  |  | A, I |
| **SKILLS AND PERSONAL QUALITIES** |  |  |  |
| Musical skills and experience in leading collective worship |  |  |  |
| Ability and commitment to work flexibly and collaboratively |  |  | A, I ,R |
| Excellent interpersonal skills |  |  | A, I, R |
| Willingness to take initiatives and the ability to respond creatively to new opportunities |  |  | A, I, R |
| Ability to articulate knowledge and understanding in ways that relate to school leaders and teachers |  |  | A, I, R |
| Mentoring and coaching skills |  |  | A, I, R |
| Ability to develop good working relationships |  |  | A, I, R |
| Resilience, loyalty and good humour |  |  | A, I, R |
| **OTHER FACTORS** |  |  |  |
| A practising Christian: the Collective Worship Development Officer will be a practising Christian and a member of a Church recognised by Churches Together in England. |  |  | A, R |
| Holder of a current driving licence and access to private transport |  |  | A, R |
| Satisfactory enhanced DBS checks |  |  | A, R |

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| A = Application Form I = Interview and selection tasks R = References |

**MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

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| **Employer** | The Peterborough Diocesan Board of Education (PDBE) |
| **Hours** | This is a 0.2 post (8 hours per week all year round i.e. 45 x 8 hours) |
| **Salary** | £8,240 per annum |
| **Pension** | The PDBE offers a non-contributory pension scheme organised by the Church of England Pensions Board from whom further details can be obtained on request. |
| **Holiday** | 0.2 pro rata entitlement to paid holiday (re. 0.2 x 25 days per year plus statutory holidays, and three additional between Christmas and New Year (i.e. 7 days’ paid holiday per year) and time off in lieu for additional hours worked. |
| **Location** | The post will normally be based at the Education Office, Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD, and will include travel throughout the Diocese and beyond, but will also include working from home and use of virtual forms of communication when requested. |
| **Mileage** | A mileage allowance will be paid in respect of journeys undertaken with the duties of the post (currently 45p per mile for the first 10,000 miles). Mileage allowance will be paid to and from Bouverie Court, Northampton. |
| **DBS Disclosure** | DBS Disclosure is required for this post. |
| **References** | References given on the application form will be approached before interview unless otherwise specified. All offers of employment are subject to satisfactory references. |
| **Start date** | 1st September 2025 |