**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Racial Justice Schools Adviser |
| **LINE MANAGER** | Deputy Director of Education | Senior Schools Adviser |
| **SALARY** | £40,500 FTE p.a. (£24,300 PT) – 4-year contract |
| **HOURS** | 21 hours per week – 0.6 (consideration could be given to term time only by arrangement) |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| Collaborate with schools within the Diocese of Bristol to develop, improve and share best practice around racial justice and inclusion. The post holder will lead on supporting the Diocese to embed the Education elements of the Lament to Action plan. This will require them to create and sustain a supportive network focused on developing and enhancing anti-racist approaches in schools. They will write and promote historically transparent teaching practices, narratives, learning materials and resources. They will support the creation of diverse schools within the Diocese, with representation and inclusion from UK Minority Ethnic (UKME)/Global Majority Heritage (GMH) students, staff and governors. |

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| **KEY RELATIONSHIPS** |
| * Education and Children and Young People Team * Racial Justice Team * National Society / CEFEL * Schools and school leaders (including Schools of Sanctuary) * Diocesan Support Servies (HR, Finance, etc.) * External Stakeholders |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| * Identify and lead work to eliminate barriers to people from GMH communities. * Support schools to deliver fairer outcomes in respect of a range of educational and wellbeing outcomes of young people and staff, specifically addressing areas of disproportionality experienced by GMH/UKME communities. * Gather and respond diverse GMH/UKME parent, student and staff voices. Develop the appropriate tools to respond to their needs, experiences, and challenges. * Create and sustain supportive networks focused on developing and enhancing anti-racist, fair and inclusive practices. * Promote and develop historically transparent pedagogic practices, narratives, learning materials and resources, including decolonising curriculum content and developing resources with balanced representation. * Develop and offer guidance for schools on delivering effective inter-cultural models of collective worship. * Develop and lead a culturally responsive training/learning programme for schools. * Contribute to wider strategic programmes and projects impacting the educational experience of young people e.g. Leaders Like Us Programme; Christianity as a Global World Faith Programme. |

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| **RACIAL JUSTICE SCHOOLS ADVISER PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Experience of working in an educational setting or with children / young people e.g. School, college, SEND provision, charity, family support. * Experience working with people of diverse backgrounds and cultures * Preparing and delivering high quality training and guidance for colleagues and/or external stakeholders * Ability to prepare and deliver high quality training to a range of audiences | * Experience of working in an educational environment, such as within schools * Experience working with young people, parents/families and school leaders * Understanding and experience of school curriculum and systems * Experience of writing lessons, curriculum and/or collective worship materials and resources * Experience of a range of pedagogic and classroom approaches and practices |
| Education/ Qualifications | * Educated to A 'level or equivalent experience in relevant or related role | * Educated to degree level with experience of working in schools |
| Skills/ Ability | * Ability to produce effective, engaging and inclusive lesson and curriculum materials * Ability to create and deliver effective training for diverse audiences * Excellent interpersonal and verbal communication skills * Excellent standard of written communication * An understanding of statutory safeguarding and GDPR processes in relation to schools and young people * Ability to exercise discretion in dealing with confidential or sensitive matters * Ability to work effectively as part of a team and collaborate with the wider Diocesan support staff * Build and sustain good relationships with a variety of stakeholders, including through establishing networks and partnerships * Ability to organise and manage a varied workload * Ability to work with minimal supervision and to prioritise own workload * Ability to work under pressure and to deadlines * Accuracy and attention to detail * Supportive of the Christian objectives and ethos of the Diocese of Bristol | * Awareness of the barriers and issues that schools and churches face around racial justice and cultural inclusion * A strong understanding of anti-racist and inclusive practices and approaches * Ability to gather stakeholder voice and feedback * Recording, analysing and responding to data and feedback * Understanding of the parish system and the wider organisation of the Diocese and CofE * Understanding of the school system, such as SLT and school governance * Strategic and vision driven planning skills * Ability to lead others * Good IT skills, particularly Microsoft Office (Outlook, Word, Excel, PowerPoint) and willingness to learn new programmes |
| Personal | * Passion for inclusion, diversity, equity and racial justice and a desire to make a difference * Friendly and approachable manner, caring and empathetic, tactful, patient, and good-humoured * Self-motivated, with a clear sense of vision and direction and can-do attitude * Respectful and inclusive approach to all relationships and communication | * Commitment to working supportively with others and in partnership with a range of teams and the wider organisation |

**Date:** April 2025