

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: THE NATIONAL SOCIETY

EDUCATION DEPARTMENT

JOB PROFILE

JOB TITLE:	Statutory Inspection of Anglican and Methodist Schools (SIAMS) Inspector (contractor)
LOCATION:	N/A
ACCOUNTABLE TO:	National Director of SIAMS
RESPONSIBLE FOR:	N/A
KEY RELATIONSHIPS:	National Director of SIAMS, Deputy Head of SIAMS, SIAMS Inspectors

BACKGROUND: Prior to the DfE's suspension in March 2020 of the requirement for section 48 inspections, individual Diocesan Boards of Education (DBEs) had responsibility for all aspects of the SIAMS process. In December 2020, all DBEs in England agreed to move from this diocesan model of implementing SIAMS to a nationally integrated model. The national system commenced in September 2021. As part of this change, the new National SIAMS Team are responsible for the management of all aspects of the inspection process. This includes inspector training, quality assurance of inspection practice, all liaison with inspectors, and the scheduling, management, and administration of inspections.

One of the key reasons for the move to a national model is to enable greater consistency of inspection practice and outcomes across the country.

The work will be part time and involve:

- One full day inspection for Voluntary Aided (VA) Primary schools and Voluntary Controlled (VC) Primary/Secondary schools; or two full days inspection for VA Secondary schools.
- A few days of preparation before the inspection
- A few days of report writing post-inspection
- Attendance at Refresher Training throughout the academic year.

The pattern of workload will be flexible in response to the needs of inspectors and the geographical area covered.

JOB SUMMARY: To carry out the statutory inspection of Anglican and Methodist schools under section 48 of the Education Act (2005) using the Church of England Education Office's SIAMS Revised Evaluation Schedule (September 2021).

MAIN DUTIES AND RESPONSIBILITIES:

Professional Responsibilities

- Adhering to the requirements of the SIAMS Revised Evaluation Schedule, conduct inspections of Church of England and Methodist schools in England.
- At all times, act in accordance with the SIAMS Code of Conduct, which will be provided to successful applicants.
- Having reached a judgement, write a SIAMS report using the templates provided and following the guidance of the critical reader.

Quality and Standards

- Maintain and enact up-to-date knowledge and understanding of high-quality inspection practice.
- Demonstrate an excellent command of written English in all communications.
- Maintain confidentiality and act with an awareness of General Data Protection Regulation (GDPR) requirements at all times.

Building Partnerships

- Build strong relationships with the critical reader and the national SIAMS team.
- Act at all times with an awareness of the Christian basis of the work of SIAMS, living out the Church of England's vision for education and its commitment to Christ-like interactions with others.

The main duties and responsibilities of the post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

If you have any queries, please email siams@churchofengland.org

The Requirements

Essential

Skills/Aptitudes:

- Analysis and synthesis of large amounts of written information.
- Ability to accurately and insightfully match evidence to evaluation criteria.

- Commitment to high standards of inspection practice and the ability to communicate what this looks like in practice.
- Excellent verbal and written communication.
- Commitment to and skilful in the professional development of others.
- Ability to prioritise and have a flexible approach to workload.
- Equally effective when working as part of a team or alone.
- Insightful questioner.
- Ability to use IT software and systems (for example, email, word processors).

Knowledge/Experience:

- Successful completion of SIAMS Inspector training.
- Comprehensive knowledge and understanding of the SIAMS Evaluation Schedule.
- Knowledge and understanding of the Church of England's vision for education and of Church school leadership.

Personal Attributes:

- Effective interpersonal skills
- Teamwork
- Attention to detail

Desirable

Skills/Aptitudes:

- Developmental approach to providing feedback.

Knowledge/Experience:

- Trouble-shooting/dealing sensitively and successfully with complex situations.

GENERAL INFORMATION: *Who we are and our values.*

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools, and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith.

- Excellence:**
- Understand the needs and expectations of those we serve and support we take pride in doing a good job
 - Take personal responsibility for solving problems and learn from what we do
 - Support what works but be open to and welcome change where it is needed
 - Work with others to get the best results for those we serve and support

Respect: we treat everyone with dignity

- Value people for who they are and embrace our differences
- Listen and learn from each other, regardless of who or what we are
- Set clear, realistic and fair expectations
- Recognise achievement and support each other

Integrity: we are trustworthy

- Do what we have said we will do
- Take accountability for what we do
- Be open and straightforward with ourselves and others
- Celebrate behaviours that support our values and challenge those that do not

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.