



HEAD OF SCHOOLS INFORMATION FOR CANDIDATES

Role title	Head of Schools
Reporting to	Chief Operating Officer
Accountable to	The Chapter of Guildford Cathedral through the Chief Operating Officer
Purpose	To manage the Cathedral's education programme

Hours and salary This is a three day a week, term-time only post (alterations can be made to suit candidate preferences). The salary is £19,000 to £21,000 depending on experience for 3 days per week for 39 weeks per year; the Full Time Equivalent (5 days per week for 52 weeks) is £41,000 to £45,000.

BACKGROUND

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm-hearted community open to God, to all, to growth and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral 'community' comprises thousands who feel close to the Cathedral because of historical connection: the purchase of a brick in the 1950s, their membership of the worshipping congregations, or staff and volunteers. The core task of Guildford Cathedral is worship. Daily and Sunday choral services are the backbone of our work. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees.

The Head of Schools leads the delivery of the Cathedral's Schools' programme, comprising school workshops, school visits and secondary school retreat days. The purpose of the role is to take responsibility for managing all aspects of our work with schools from booking dates, planning content, resourcing activities, and leading learning sessions.

An additional area of growth which this role would support is in the Cathedral's set-up as a Godly Play venue from Summer 2023. The post-holder would be expected to work with clergy and education colleagues to implement the use of Godly Play as a resource for the Cathedral initially, and more widely for the Diocese in the future.

KEY TASKS

Work with schools

- To develop the offering for KS1 and KS2 children, initially planned and delivered around the church's year, supporting the National Curriculum, and to tie in with events of local or national significance.
- Expand the provision for local secondary school visits to the Cathedral.
- To lead on the delivery and evaluation of all school workshops.
- To lead on the delivery and evaluation of bespoke school visits throughout the academic year.
- Manage administration and resourcing of annual Diocesan Schools' Eco-Day.
- To be creative in evaluation and in developing new offers for schools.
- Work with the Diocesan Board of Education to support Year 6 Leavers' Services.



Head of Department

- To work closely and effectively with Cathedral colleagues in all work which includes children.
- Contribute to the implementation of the Strategic Development Plan.
- Review current provision and bring proposals forward for consideration and implementation.
- Manage the Schools budget.
- To commission all new material from the Cathedral designer in timely and effective fashion.
- Support and resource current volunteers, and work to recruit additional volunteers.

Family Engagement

- Support the delivery of Family Engagement activities, on occasion.

KEY RELATIONSHIPS

- Chief Operating Officer.
- Office Manager.
- Schools volunteer team.
- Virgers.
- Finance Manager.
- Staff and clergy colleagues.
- DBE Schools Officer for Christian Distinctiveness and Spiritual Development.

ESSENTIAL SKILLS AND ATTRIBUTES

- QTS/Classroom-based teaching experience.
- Confidence to plan, resource and deliver engaging learning sessions and activities.
- Ability to evaluate events and activities honestly and be prepared to make changes and alterations to improve.
- Excellent interpersonal skills with an ability to connect with children in particular.
- Strong communication skills.
- Computer skills, including an ability to use Outlook, Word, Publisher, and Excel.
- Ability to work as part of a team as well as on own initiative.
- 'Can-do' attitude and willingness to try new things.
- Flexible approach to duties and working hours.
- In sympathy with the mission and ethos of the Cathedral.

DESIRABLE SKILLS AND ATTRIBUTES

- Experience of leading Collective Worship in a primary school.
- Experience of working with Godly Play, and a willingness to become trained to deliver Godly Play.
- Evidence of supporting others to deliver learning sessions effectively.
- Experience of recruiting and leading a team of volunteers.
- Ability to track income and spending.



APPLICATION PROCESS

To apply for this post, please visit the Cathedral Website (www.guildford-cathedral.org) and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to Dops@guildford-cathedral.org or Matt O'Grady, Guildford Cathedral, Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. Applications will only be considered with a completed application form, CV and covering letter. Guildford Cathedral operates under a Safer Recruiting policy and a full DBS check will be required before the appointment is confirmed. Proof of eligibility for working in the UK will also be required before appointing.

For an informal conversation please contact Matt O'Grady on 07757 850952.

Closing date for receipt of applications is Friday 9 June. Shortlisted candidates will be called for interview during the week commencing Monday 19 June.