

The background image shows the interior of Portsmouth Cathedral, featuring high vaulted ceilings with Gothic-style arches, stone pillars, and a large organ with a chandelier hanging from the ceiling. The lighting is warm and golden, highlighting the architectural details.

PORTSMOUTH CATHEDRAL

Learning and Schools Officer Application Pack 2022

Introduction to the role and working at Portsmouth Cathedral

Dear Applicant,

Thank you for your interest in the role of Learning and Schools Officer. You would join us at an interesting time in our history as we approach the centenary of St Thomas's as a Cathedral in 2027.

Our Vision and Strategy sets out ambitious plans to increase our impact as a Christian worshipping community, a place of nurture and discovery, a civic space, artistic venue, and visitor destination – whilst improving our financial sustainability through commercial events and fundraising. A central part of this vision is our intention to be bold and inclusive in our approach to learning, and the new LSO will be key to enhancing our ethos and strengthening our provision in this area as we emerge from the pandemic.

As a small cathedral, we are light on our feet and entrepreneurial in our approach – a beautiful and characterful beacon in a great maritime city, and for a diverse diocese. Our staff are a dedicated and talented team; if you have aptitude and experience in working with children and young people, if you are confident and innovative, and if you take your role seriously and yourself lightly, we would be delighted to hear from you.

For an informal conversation about the post, please do not hesitate to contact me on 023 9289 2967 or kathryn.percival@portsmouthcathedral.org.uk



The Revd Canon Kathryn Percival
Canon Chancellor & Vice Dean

Benefits of working at Portsmouth Cathedral include...

- Generous annual leave entitlement of 27 days per annum plus public holidays from the first year of employment (pro-rata for a part-time role)
- Generous employer pension contributions of 7.5%
- Flexible working arrangements considered including job shares.
- Commitment to professional development and training.

Learning and Schools Officer

Job Description

Reports to:	The Chief Operating Officer
Matrix Management:	Regular supervision with the Canon Chancellor as Chapter lead for Growing and Learning
Indirect Reports	Works closely with Education volunteers
Location of Role:	Under usual circumstances, the role is primarily based at Portsmouth Cathedral, but may require some travel. Some home working arrangements may be considered.
Hours	21 hours per week

Job purpose

To manage the education work of the Cathedral with children and young people

Key relationships

Supervision

- The Chief Operating Officer and Canon Chancellor will have regular supervision with you.

Other key internal relationships

- Liaise with and support the Dean and Ministry Team in respect of learning and schools.
- Work across departments to support the work of colleagues as they will in turn support your work.
- Work with volunteers especially Education volunteers.

Key external relationships

- ◆ Develop and expand visits to schools, including the leading of assemblies.
- ◆ Maintain and develop relationships with schools (early years to A levels) and other organisations to deliver and promote the education work.
- ◆ Work with the RE curriculum to devise and deliver relevant materials for use by teachers and/or students visiting the Cathedral or through Cathedral outreach
- ◆ Where appropriate use the Pop-Up Cathedral in schools/institutions, and manage its bookings.



Context

For centuries Portsmouth Cathedral, the Cathedral of the Sea, has watched, listened, and helped the people of Portsmouth navigate the passage of time with faith and confidence in God. It has witnessed war and peace and famous marriages, it has suffered bomb damage and been rebuilt, and it remains a building of greatness and simple enduring beauty. More than this, it is a vibrant and lively community which has a positive impact on the lives of people in its own parish, and in the City and Diocese of Portsmouth. The Cathedral is a distinctively spiritual and prayerful space, into which everyone is welcome to come, a Christian community committed to promoting social justice, equality, and compassion.

Dating back to 1180 the original chapel dedicated to Thomas of Canterbury became a parish church in the 14th century and a cathedral in the 20th century. The Cathedral is at the heart of the life of the Diocese of Portsmouth, which covers south-east Hampshire, Portsmouth, and the Isle of Wight. In addition to the many diocesan services and events which are held here through the year, the Cathedral is used for special services for the city, the Royal Navy, and many local organisations. The Cathedral and its community facilities are regularly used for concerts, art exhibitions and workshops.

Education. Educational workshops and visits, and services for schools, are a vital part of our ministry, and an area in which we are seen as pioneers and as an example of good practice. Themed school workshops are held regularly throughout the year, and are complemented by family workshops during school holidays. Our ground-breaking and popular *Cathedral Sing* initiative (<https://www.portsmouthcathedral.org.uk/cathedral-sing-choir-outreach>) has involved collaboration between our Music and Education departments, in delivering inspiring music-based cross-curricular content. In 2019, the last year of normal operation before Covid, our Education and Learning team engaged with thousands of primary school children, and the summer of 2022 saw a return to our in-person diocesan primary school leavers' workshops and services, with nearly 800 children attending over three days

The Cathedral has close links with St. Jude's Church of England Primary School, which is in our parish, and is seeking to develop a closer partnership with Ark Charter Academy, the City of Portsmouth's Church of England secondary school. We also have fruitful partnerships with two all-through independent schools – The Portsmouth Grammar School (PGS), and Portsmouth High School (PHS) GDST. Partnerships with state schools, both church and community, are a priority for us.

The Pop-Up Cathedral is a custom-printed gazebo which is erected in a school car park or grounds. Pre-pandemic, it was envisaged that this project would enable children to take part in a range of activities linked to the National Curriculum, the RE syllabus, or spirituality. We are now seeking to renew its use in the post-pandemic context.

We are seeking an outgoing, engaging, and creative colleague to lead our education provision. The successful candidate will focus on mission and outreach, helping children and young people from all backgrounds to understand the Christian faith, and interpreting the Cathedral as a sacred place of contemporary and historic significance. Working with colleagues across departments, and with partners within the wider diocese and city, s/he will be responsible for developing a wide range of learning activities, ensuring that Portsmouth Cathedral is at the forefront of current educational thinking.

Qualifications and Experience

- ◆ It is expected that you will have appropriate qualifications in education - Cert Ed, PGCE or related degree - and that you will have direct experience of teaching or closely related educational / youth work.
- ◆ It is anticipated that you will be in sympathy with the Christian faith; experience of worship or understanding of the Church of England would be an advantage.
- ◆ An ability to work closely and relate well with all Cathedral staff, clergy, congregation, volunteers, visitors, and members of the general public is essential.
- ◆ Good social skills, and an ability to work flexibly and adaptably as part of a team, across departments, and on your own initiative, is expected.
- ◆ You will be well organised with a proven track record of general management and administration.
- ◆ Good IT skills are necessary.

Key responsibilities

Strategy

- ◆ Develop, deliver, and keep under review and evaluation the education work of the Cathedral with children, young people, and families, specifically its programmes and workshops, making recommendations to Chapter through the Canon Chancellor.
- ◆ Assist in the shaping and delivery of the Growing and Learning section of the Cathedral's Strategic Plan, developing new initiatives as appropriate.

Operations

- ◆ Create resources, and develop learning and engagement opportunities, that relate to the needs of schools (and the National Curriculum) appropriately; prepare and deliver material (programmes and workshops) for school and other visits; lead such activities and assist others to do so.
- ◆ Deliver learning and engagement opportunities for families across the parish, city, and wider diocese, including school holiday events.
- ◆ Work with the Liturgy and Music Department in connecting learning activities with the worshipping life of the Cathedral
- ◆ Work with the Events Manager and Visitor Experience Manager to enhance the visitor attraction of the Cathedral in terms of learning and development
- ◆ Work with the Digital Marketing Manager to promote the Cathedral's learning and engagement events.
- ◆ Work with the Finance Team to record and monitor spending against the Growing and Learning budget.

- ◆ Make recommendations for the purchase of new resources, as appropriate.
- ◆ Support applications for grant funding and report on projects to funders, as appropriate.

Management

- ◆ Manage the activities of volunteers working within the Education department.
- ◆ Work with the Volunteer Co-ordinator on the recruitment of volunteers for education work.

Networks

- ◆ Represent and promote education both within the Cathedral and externally: locally, regionally, and nationally.

Administration and obligations

- ◆ Ensure that the schools database is maintained.
- ◆ Maintain high standards of health & safety and, within your responsibilities, ensure the Cathedral is compliant with all appropriate legislation and regulation.
- ◆ Attend staff and other meetings, including with external organisations, as appropriate.
- ◆ Provide updates to the Canon Chancellor for his/her regular reports to Chapter

Policies

- ◆ Adhere to all policies and guidelines of Portsmouth Cathedral, and contribute to the Cathedral's work and mission with enthusiasm and understanding.

Person specification

Essential experience and skills

- Sympathy with the Christian faith and willingness to promote the distinctive ethos of the Church of England
- Qualified Teacher Status or qualification in a related field
- Proven ability and experience in recent educational work or related field with children
- Demonstrable knowledge of the school curriculum at different key stages
- Ability to work with a wide range of learners of all ages, abilities and backgrounds including those with Special Educational Needs
- Ability in designing and developing appropriate learning materials
- Proven ability to work to shared goals as part of a team and on own initiative
- Ability to gain the respect and confidence of members of Chapter, staff, and volunteers
- Ability to work calmly, adaptably, and flexibly in a highly complex and busy Cathedral
- Proven track record of general management and administration
- The confidence and interpersonal skills to develop initiatives and foster partnerships with schools, educational institutions, and other external delivery partners
- Ability to relate well to members of the general public
- A high level of IT competence
- Experience of financial and budget management
- Excellent personal and communication skills
- Willing to work alone
- Ability to work flexibly including some evenings, weekends, and school holidays

Desirable experience

- An interest in the potential of cathedrals as places that enrich teaching and learning
- Cross-curricular awareness and expertise
- Knowledge of the current trends in cathedral or heritage educational outreach
- Experience of using social media for outreach and communication
- A demonstrable commitment to continuing professional development
- Knowledge of Health and Safety and risk assessment procedures
- Experience of managing and working with volunteers

Personal qualities

- Excellent interpersonal skills, in particular warmth, tact, diplomacy, discretion, and imagination
- In sympathy with the ethos and aims of the Cathedral as a Christian organisation
- Highly collaborative
- At ease when working with teachers, students, and schools as well as with the general public
- Committed to equal opportunities and inclusivity
- Committed to upholding the highest standards of safeguarding practice

Terms and Conditions of Appointment

- **Hours.** This is a permanent contracted post of 21 hours per week normally worked over three or four days by negotiation in the period between Monday and Friday each week, but work will regularly include evenings, weekends, and public holidays to fulfil operational requirements.
- **Salary.** The salary is in the range of £16,600-£18,000 (£27,666-£30,000 FTE) depending on skills and experience.
- **Pension.** Staff are eligible to join the Church Workers Pension Fund (contributory: employer 7.5%, employee 1% of gross salary).
- **Safeguarding.** The Cathedral takes the safeguarding of children and vulnerable adults very seriously and practises Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles, and face-to-face or online training as required.

The Cathedral records and manages the checks and courses taken by staff and volunteers to ensure that DBS renewals take place and training is refreshed as required by each role.

For this role an enhanced DBS check will be required, and on-line safeguarding training will be required. This training will be arranged and paid for by the Cathedral for the successful candidate

- **Data Protection.** Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation.

Staff and volunteers in certain roles will be required to complete GDPR/DPA on-line training to help ensure the Cathedral handles all personal and contractual data entrusted to it in a proper and legal manner.

For this role GDPR training to a Foundation level will be required. This training will be arranged and paid for by the Cathedral for the successful candidate.

- **First Aid Training** will be required. This training will be arranged and paid for by the Cathedral for the successful candidate. This will also include Mental Health First Aide training
- **Probation** The post will be subject to a three month probationary period, during which the appointment may be terminated by either party giving to the other one week's notice. Notice after the probationary period is three months by either side.
- **Annual Leave.** The annual leave allowance is 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays (which may need to be taken in lieu).
- **Training and Development.** The post is subject to informal and formal procedures for review and appraisal. Training and development are discussed as part of this process.

Other general terms and conditions of employment are set out in the Staff Handbook, which is issued to all Cathedral employees on appointment. A copy will be available for inspection at interview if requested.

Application process and Interview

For an informal discussion about this role please contact:

The Reverend Canon Kathryn Percival
Canon Chancellor and Vice Dean
kathryn.percival@portsmouthcathedral.org.uk

For any questions regarding the application process please contact:

Liz Snowball
Office Manager and Dean's EA
liz.snowball@portsmouthcathedral.org.uk

Applications

Please submit your application via email to vacancies@portsmouthcathedral.org.uk or through Charity Job including:

- a CV (no longer than three sides of A4 with minimum font size of Arial 10);
- a covering letter including a supporting statement (no more than 2 sides of A4 with a minimum font size of Arial 10) setting out how you meet the essential and desirable experience and skills outlined in the person specification, what attracts you to the post and why you believe you are the right person for the role;
- Recruitment Monitoring Form,

The successful candidate will be asked to complete a Confidential Declaration as part of the process

Applications must be received by Sunday, 8th January 2023 by 11:59pm. Late applications will not be considered.

Late applications will not be accepted.

Portsmouth Cathedral is an Equal Opportunities Employer and a member of Inclusive Church.

Interviews

Interviews will be held on the afternoon of the Tuesday, 24th or Thursday, 26th January 2023. Please let us know if that is not possible for you.

Interviews will be held in person at Portsmouth Cathedral. Reasonable travel expenses will be reimbursed