

Norwich School

Equality, Diversity and Inclusion Officer



JOB DESCRIPTION

Job Title: Equality, Diversity and Inclusion Officer
Reports to: Principal Deputy Head
Sponsored by: Head Master and Member of Governing Body

OVERALL REQUIREMENTS

To implement the equality agenda, supporting a culture of inclusion across the school. Collaborate with members of the school community to enable all to play their role, including staff, pupils and parents. To provide a strategy, an advisory service, policy development, training, positive action initiatives and projects.

SPECIFIC RESPONSIBILITIES

- Develop and monitor the school's strategy for equality, diversity and inclusion (EDI)
- Advise on the effects of discrimination and exclusion, within and around the legal framework.
- Provide support and advice to members of the school community in respect of EDI issues, supporting inclusive thinking of all and acting as an advocate for and enabling the voices of underrepresented groups to be centred in our thinking
- Raise awareness of equality issues, promote initiatives through a whole school communication programme
- Assess the school community needs and promote community cohesion
- Develop, monitor and review policies, practices and strategies ensuring compliance with legislation and best practice
- Prepare and deliver presentations and workshops to members of the school community to support education and understanding
- Maintain up to date knowledge of anti-discriminatory legislation and how to translate equality legislation into practice
- Assemble data and information systems and present reports and recommendations in order to ensure data driven action

GENERAL

- Working flexibly to meet the needs of the school.
- Participating in training and other learning activities as required, and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar or the Head Master.

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PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Qualification in one or more of the following; Business or management; Community studies or youth studies; Human resources; Law and legal studies; Psychology; Public administration; Social work; Sociology		X
Skills		
Negotiation and persuasion skills	X	
Ability to deal successfully with conflict and controversial or politically sensitive issues	X	
Excellent organisational, communication and administrative skills	X	
Ability to engage all members of the school community from all backgrounds	X	
Pro-active approach to problem solving	X	
Ability to maintain confidentiality, pay attention to accuracy, have an eye for detail essential	X	
Effective time management skills and the ability to balance competing priorities and achieve deadlines.	X	
Ability to work both independently and as part of a team	X	
Experience		
Experience of having led/driven organisational cultural change within the context of EDI	X	
Experience of co-ordinating projects and initiatives	X	
Experience of managing a diverse and large workload in a busy environment	X	
Experience of building relationships with key stakeholders and decision makers		
Experience in human resources, law, social work, teaching, welfare rights or youth work		X
Personal Qualities		
Cultural sensitivity	X	
Sensitive and empathetic in working with others	X	
Confident, positive, proactive, helpful, professional and enthusiastic in attitude	X	
Flexible and be able to adapt to changes in working methods and approaches	X	
Ability to exercise judgement and know when to seek advice	X	
Ability to display a calm, tactful and responsible attitude	X	
Commitment to professional development and training	X	

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SALARY AND BENEFITS

Salary and Working Pattern

Support staff role, permanent, term time plus, £23,972 - £26,384 full time equivalent
This is a permanent, support staff role, ideally full-time during term time plus additional weeks. The Equality, Diversity and Inclusion Officer is expected to work 37.5 hours per week typically between 8.30am and 5.00pm each weekday with one hour of unpaid lunch break. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of his/her salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Scheme

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.