

ROLE DESCRIPTION

Job Title: Chaplain

Hours: Full time

Status: Stationing for an initial 5 year period

Responsible to: Head of College

Functional links with: College Leadership Group, Pastoral Team, Academic Staff, Support Staff, Pupils (from nursery through to sixth form), local community

Job Purpose:

The Chaplain will represent the wider church in and to the College and also, with the Head of College, will represent the College to the wider church. The Chaplain has responsibility for maintaining and developing the Methodist tradition and ethos within the school and will be the main link between the College and the Methodist Church. The Chaplain will strongly encourage links with the circuit in which a school is situated; it is hoped that this would be both on a personal basis with ministerial colleagues and between the School and local churches.

The Chaplain will have responsibility, under the Chair of the District and the Head of College, for seeing that the Christian faith is proclaimed and explained in ways which respect the integrity and intelligence of all, for organising the planning and conduct of some or all services and collective worship, and for encouraging the Christian nurture of individuals whilst respecting the fact that a school community will comprise people of many different faiths and none.

The Chaplain will be a senior member of staff who works alongside the Head of College and other staff, sharing with them a special responsibility for the development of a stimulating and compassionate school community in which individuals are valued and cared for, and where qualities such as honesty, tolerance, understanding and commitment are encouraged. A good working relationship between Chaplain and Head of College is of crucial importance.

The Chaplain will serve the **whole school community**, as listener, enabler, prophet and minister. The Chaplain has a distinctive role in supporting and encouraging other members of staff in the exercise of their pastoral and other responsibilities.

The duties of the Chaplain will be:

- To arrange the programme of services including special services throughout the College from Nursery to Senior school
- To lead and/or oversee school Christian discussion groups
- To prepare candidates for confirmation
- To arrange and lead prayers for the boarding community as and when required
- To conduct one Eucharist per term
- To lead a short devotion at the staff meeting at the beginning of each term

- To lead assembly in both the Senior and Prep schools once every week
- To deliver services in the local district at least once every half term
- To present an annual report to Governors on the spiritual well-being of the College
- To attend the annual Chaplains' conference of the Methodist schools
- To organise the Senior School assembly rota, incorporating a range of contributions from staff, pupils and guest speakers and organising assemblies to mark special events
- To be available to support staff (academic, administrative, and ancillary staff) by talking confidentially about issues or by providing other means of support, e.g. prayer meetings for staff
- To help support the College's charity fundraising
- To provide moral or spiritual support appropriate to the role of Chaplain
- To offer confidential support to the Head, Deputy Heads and Leadership Teams
- To provide a spiritual oversight for the whole school community including pupils, staff, governors, parents and the wider school community
- To help support the well-being of the College as a whole, not just the religious aspects
- To prepare a report (at least annually) for the governors of the College on the spiritual wellbeing of the College, and attend in person when the governors discuss the report.
- The Chaplain will join the events arranged for Methodist School Chaplains throughout the year. These include, for example: the annual dedication service, the annual Chaplains' Retreat, and the annual Schools' Conference. In meeting together Chaplains find mutual support, share issues of common concern and benefit from the fellowship and challenge such meetings can provide. MIST's Pastoral Visitor is always available for guidance and support.
- Newly appointed Chaplains will be provided with an external mentor (either from the District or from another school).

Mandatory Duties:

- Responsibility for safeguarding and promoting the welfare of children.
- Commitment to Equal Opportunities.

Additional Duties:

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.
- The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: September 2022

This role description is current at the above date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the role.

PERSON SPECIFICATION – CHAPLAIN

Essential criteria:

- Experience of leading spiritual worships
- Previous experience of working with a local community
- To be well qualified (to degree level) with proven pastoral and leadership skills
- An ability to lead the spiritual life of the College
- Be able to relate to children, young people and adults
- Be able to set high moral standards
- To be respectful of the views of others
- To command respect amongst teaching and support staff
- To be sensitive to the needs, interests and anxieties of all, committed to keeping children safe and to working in accordance with the College's statutory requirements for child protection and safeguarding
- To be able to exercise a pastoral ministry to the whole school community (including families of pupils and staff)
- To be able to plan thought-provoking and inspirational assemblies and opportunities for school worship consistent with Methodist teaching and doctrine.
- As a practising Christian, be willing to stand clearly on religious and moral issues in the school; setting a high personal standard
- Interested in the wellbeing of the whole College
- Self-disciplined in all confidential matters both personal and organisational • Resilient and determined in supporting the needs of pupils, staff and parents • Able to maintain good discipline and in exercising it in such a way as not to damage the pastoral relationship between Chaplain and pupil
- A team player, willing and able to abide by the staff code of conduct and able to provide pastoral support to the Head of College
- Good administrative ability
- An ability to empathise
- Be sensitive to the needs of individuals

Desirable

- To be an ordained Methodist minister (presbyter or deacon) and normally to have had circuit experience
- Where a teaching role is envisaged, relevant teaching experience and qualification will be expected
- Previous involvement in youth work (including school chaplaincy)