

## Job description and person specification

### Job description

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

<b>Job title:</b>	Trust-wide Chaplain
<b>Reporting to:</b>	Headmaster

### Introduction

This is an appointment of tremendous and central importance to the St Bede's School Trust, Sussex.

We are looking for a whole school (Prep and Senior) Chaplain with the imagination and energy to lead Trust-wide Chaplaincy, and who is committed to a ministry of presence, prayer and friendship far beyond the bounds of the Chaplaincy and its services.

You will need to enjoy the company of young people and be able to support them in their extra-curricular activities: being visible, for instance, at School sports matches, and by supporting the pupils' artistic, musical and other endeavours. You will take a lead role, as a member of the Pastoral Committee, in the direction of PSHE. Furthermore, you will work closely with the pupil-led Service and Wellbeing Committee (which is the pupil voice on Service, Mental Health, Spirituality, Life Skills and Equality).

You will work closely with the Principal Deputy Head in the development of the Spiritual, Moral, Social and Cultural aspects of school life, in line with the developing our wider pastoral curriculum.

We are looking for an ordained Anglican, who is warm and approachable, creative and hard-working, collaborative and consultative, and willing to work beyond their job description. We would expect our Chaplain to be theologically alive, to be able to preach with passion.

We are looking for a community-enabler, committed to working with our pupils and staff. We would expect the Chaplain to spend much time in the boarding community, both in the Senior School and the Prep School.

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We aim to be open to all flavours of Anglicanism and to other expressions of church. You will have to be tolerant of others and of the lifestyles of younger people in a school environment.

Even though the School has counselling and other professional services, chaplains inevitably play a non-professional counselling role. A commitment to providing pastoral care is essential.

### **Operating Environment and Context of the Role**

Bede's Senior School has a roll of 770, aged 13-18 years, of whom approximately 300 are boarders, from around 40 countries. The Prep School consists of 285 pupils and has an adjoining Nursery which caters for about a hundred families. The Trust employs just over five hundred staff, including 140 teachers.

Ministering to this community, drawn from diverse traditions and having differing experiences and aspirations, is the most challenging (and rewarding) feature of this role.

The school desires a 'moving spirit' who will offer young people creative opportunities to explore their innate potential to engage with the numinous.

You will be joining a large vibrant school that serves a diversity of pupil backgrounds from numerous faith (or non-faith) traditions. You will receive an enormous amount of good-will and support, however, you will be expected to proactively and dynamically develop the role.

### **Key Purpose of the Job**

We believe that all members of the school should have the opportunity to develop a sense of spiritual, moral and ethical awareness and in so doing, come to appreciate their own place in the world.

You will lead the spiritual development of the school community in line with the St Bede's School Trust's stated aim of placing a premium on spiritual values, within a non-denominational context, that affords all members of the school the opportunity to develop a sense of spiritual, moral and ethical awareness and in so doing, come to appreciate their own place in the world. You will be based at the Senior School but will have overall responsibility for the spiritual development of the school community at Bede's Prep and Pre-Prep School.

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### Key Accountabilities

#### 1. Spiritual Leadership

To create and provide a Chaplaincy service as both a physical and spiritual entity that allows the Bede's community to seek solace, support and spiritual sustenance in their daily lives

- To lead daily acts of worship in the School Chapel
- To develop an awareness and understanding of faith practice across the whole school community
- To nurture and support the reflective life of the whole school community
- To support the School's leadership in expressing the spiritual ethos of the School
- To know and be known by the Bede's community through the purposeful and intentional building of relationships

#### 2. Liturgy

To create a culture of religious and spiritual literacy in the School whereby young people are encouraged to reflect on their own values and place in the world, such that they appreciate the need to cultivate a profound and mature inner life

- To lead occasions of whole school worship, e.g. Remembrance, seasonal services and 'state' occasions
- To work with the music department to create imaginative and inspiring services/acts of worship
- To offer sacraments to those who wish to receive them
- To develop opportunities for prayerful reflectiveness within the community
- To support the different faith communities within school

#### 3. Pastoral Provision

- To minister to the whole community and play a key role in the pastoral care offered to pupils

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- To be a member of the School's pastoral and welfare committee(s) and play an active role in the school's approach to Wellbeing and Mental Health.
- To provide support to children and staff as required (in groups and individually)
- To work with the Housemasters/mistresses and Tutor Teams by contributing to the development of outstandingly effective pastoral systems
- To be involved with the Staff Common Room with a particular focus on staff wellbeing and work-home harmony.

### **4. Education**

- To lead faith groups, inter-faith groups and other chaplaincy-based discussion groups
- To make a contribution to the development of the PSHE programme
- To assist in developing an awareness amongst potential school leavers about chaplaincy/spiritual provision at higher and further education institutions
- To work with and advise the relevant pupil committees

### **5. Wider Community**

- To work with the local community to create a strong spiritual and practical relationship between the School and its neighbours
- To work with the parish priest and diocese in the management of the Chapel
- To maintain strong relationships with local clergy, especially Holy Trinity Church, Upper Dicker.
- To maintain strong relationships with members of the local community (our neighbours) and the general public
- To make personal contact with each of the non-Christian religious referees identified in the student admissions process to gain a full appreciation of the faith backgrounds
- To identify places and opportunities for boarding children of all faiths to participate in regular worship

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### Person Specification

**Bede's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

### Key Skills and Experience (Knowledge, Experience, Skills & Abilities)

- An ordained member of the Church of England or a Christian denomination in good standing with the Anglican Church.
- A good undergraduate degree from an established university
- Experience of ministry with young people from diverse backgrounds
- Being an experienced teacher is not a requirement however it would be advantageous.
- Have the ability and necessary diplomatic skills to relate to, and to be the School's face towards, parents, pupils, alumni and the wider local community
- Have excellent presentation skills (oral and written) with attention to detail
- Be an excellent speaker and preacher, regardless of the age of the audience or congregation, with a warm, engaging style appropriate to a School setting
- Have empathy for the Vision and Values of the School and Foundation
- Be able to combine realism and ambition, and to be challenging and tough when necessary but with a diplomatic style
- Will possess a strong desire to become fully immersed in the life of Bede's School
- Have energy, enthusiasm, commitment and professional integrity
- Will drive forward the technological side of Chaplaincy in the 21<sup>st</sup> century

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### **Key character traits and attributes**

- Compassionate and genuine
- Personable and friendly
- Trustworthy and reliable
- Imaginative and hard-working
- Reflective and prayerful
- Team player yet self-driven
- Energetic and enthusiastic
- Committed and faithful
- Lives with professional and personal integrity

### **Terms and Conditions**

The Chaplain will be a priest in good standing in the Church of England (or a Church in full communion with the Church of England). The Governing Body requires the Chaplain to be licensed by the Bishop of Chichester.

The School has its own salary scale and the successful applicant will be remunerated at a level representing the seniority of this position. Specifics of this can be discussed with the Headmaster at interview. All appointments are made on the basis of a probationary year.

The School offers generous packages of additional benefits including pension and sports facilities.

Accommodation is provided for the successful candidate and their family. The post also attracts fee remission for any children, both at the Bede's Senior School and at Bede's Prep. The details of this are available from the Bursar.

All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the School.

Relocation expenses may be available.

The School is an equal opportunities employer.