

Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

**Job Description for
Chaplain Assistant (Residential)**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	<p>This role will involve assisting with the different aspects of chaplaincy throughout the School. A confidence and willingness to lead small groups of pupils in discussion/bible study and prayer is important for this role. Involvement in the evening and weekend programme of this busy boarding School is essential.</p> <p>This exciting new post offers an experience of Christian ministry in a full boarding school that builds on the skills of the applicant and offers opportunities to develop new expertise.</p>
Responsible to:	The School Chaplain
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Support the Chaplain in promoting Christian Faith and Spirituality within the School. • Develop and deliver initiatives in boarding houses to broaden opportunities for girls to engage with the Christian Faith. • Assist with pastoral care and outreach through student bible studies and evening prayers within the Boarding houses. • Work with and support the Chaplain, staff and pupils to prepare and deliver formal and informal Services in both School and Sherborne Abbey. • Support the Chaplain with planning, resourcing and the communication of weekly services and events. • Assist the Chaplain in preparing pupils for Confirmation including leading some sessions within Confirmation classes. • Develop a digital presence for Chaplaincy at Sherborne Girls including, Twitter, Instagram etc. • Residential Pastoral Assistant in boarding house with pastoral duties • Support teaching in lessons of specialism and/or co-curricular activities (e.g. music, sport, Drama), where appropriate.
Co-curricular responsibilities	<ul style="list-style-type: none"> • Support the weekend co-curricular programme, duties may include taking the pupils to horse riding lessons, cinema, and bowling trips, or supporting onsite activities. • Support the Community Outreach Programme. • Supervision of the library for Sixth Form study nights 7-9.30pm, twice a week.

<p>Other Opportunities, dependent on own interests/skills:</p> <p>Residential Commitments</p>	<ul style="list-style-type: none"> • Supervise the London train for Year 7 & 8 pupils at exeats and half term and the Heathrow coach at the start and end of term (free travel to London and Heathrow included). • Potential to develop a youth worship band. • Opportunities to accompany pupils on certain school trips. • Opportunities to be involved in supporting Duke of Edinburgh expeditions and the Adventure and Leadership Programme. <p>All residential assistants live in one of the School's boarding houses and have an important role as part of the pastoral team. Specific duties in the House include:</p> <ul style="list-style-type: none"> • Being on duty two weekday evenings per week, (6pm-11pm) and duties on a Saturday evening, on rotation with the resident team (usually one Saturday night per month). • Support House events/functions such as Christmas parties, parents' socials, new girls' tea, taster days, Speech Day etc. and help with the organization of these events. • Attend House team meetings (normally weekly). • Dine in the boarding house when on duty, alongside the pupils, supervising the in-house dining (on a rotation). • Support the Housemistress / Housemaster (HM) and House staff team in the daily running of the House • Be approachable and available to pupils who might seek staff out for advice or comfort (being sure to keep the HM informed of relevant developments) • Establish a presence in the house to ensure that prep is carried out quietly and effectively and that bedtimes and House rules are adhered to. • Support the HM and maintain clear lines of communication with them and the House team. • Be prepared to respond to emergencies to do an extra duty or cover due to illness or absence or respond to a pupil's needs when necessary. • Attend pastoral INSET training as appropriate. • Following training provided by the School, be familiar with fire drills, medicines and general security within the house. <p><i>No list of duties can hope to be exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head.</i></p> <p>This post comes with accommodation within the boarding House, with meals provided during term time. As this is a residential post, the member of staff is expected to be resident in the House throughout term time. Permission to spend evenings away from the boarding House should be sought from the HM, excluding allocated weekends off. A full programme of induction will be provided to ensure that the residential member of staff is fully aware, and comfortable with, the School's Safeguarding procedures and the daily routines of the boarding house.</p>
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Person Specification		
	Essential	Desirable
Qualifications and Experience	Educated to degree level A practising Christian committed to praying regularly	Experience of leading small groups in prayer or bible studies
Skills and Abilities	Strong understanding of Christian faith Ability to communicate effectively Ability to nurture and support young people IT literate	Experience of leading church services and speaking to young people Experience in leading worship
Personal Attributes	Ability to work proactively both individually and as a part of a team Approachable and kind Ability to encourage wider general participation in prayer and worship Flexibility and adaptability and the willingness to undertake additional duties and responsibilities that may arise Committed to the values and culture of the school Organised, proactive and calm under pressure Open-minded, imaginative and persuasive Resourceful and resilient Ambitious to secure the highest standards	Committed to continuous professional development

Additional Information

Salary £14,132 plus accommodation

Hours of work: One year full-time fixed term post. No more than 40 a week, term time.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Benefits:

- Membership of an appropriate pensions scheme
- Possibility of fee remission
- Membership of the School library
- Free onsite parking
- Free lunches provided during term time
- Reduced fees on membership at the Oxley sports centre
- Membership of the School's employee support programme