

## Part-time Chaplain

*required for April 2018 or as soon after as possible*

### About St George's

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 80 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) and is ISC accredited.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The size of the School and the approach of the staff mean that girls are known individually and gain confidence from an atmosphere of trust and respect. Each girl is well supported by a close network of teaching and pastoral staff and her creative, physical and imaginative interests are fostered as well as her academic abilities. The staff's main aim is to provide an environment in which learning can flourish and be enjoyed, not just as a means to good examination results but as an education for life. Our longer School day means that everyone can take part in extra-curricular activities and make the most of our facilities. They are given increasing freedom and responsibility as they progress through the School, so that by the time they leave the Sixth Form they are prepared for university life.

### Christian Aims and Ethos

The school has a strong Christian emphasis, although it welcomes girls of other faiths and of none. Girls are encouraged to live their lives within a moral and spiritual framework and to think about

how they treat others, both within and outside the school community. The girls are noticeable for their friendly, open and natural good manners, and our aim is to encourage the development of each girl's inner resources so that she has the wisdom and integrity to make positive choices in a rapidly changing world. St George's has an ethos where work, study and spirituality are combined in a creative mix that runs in harmony with the whole school community. Pupils are encouraged to live with integrity and social responsibility, upholding our Christian tradition.

It is central to the ethos, culture and tradition of the school that girls attend regular Christian services and our Chapel is at the very heart of the School. A spiritual programme takes place on Fridays at 8.15 am with all pupils present and Choral Communion is celebrated usually three or four times a term. Visiting speakers representing other faiths are invited to join the programme and pupils of those faiths, or none, attend every service but are not required to sing the hymn or pray if it contradicts their own religious beliefs. It is explained to staff on appointment that they are expected to attend services as part of their commitment to the school community. On occasions such as Harvest Festival, Advent, Epiphany, Whitsun and others that might be deemed appropriate there is an optional formal service on a Sunday evening as well as a Carol Service on the last day of the Autumn Term in Windsor Parish Church. The Chaplain prepares girls for Confirmation each year. Formal services follow the Anglican liturgy. Boarders who wish to worship outside the school on a Sunday may request to do so of their Housemistress, who will make suitable arrangements.

Music plays an important role in Chapel and we have a prominent Chapel Choir who lead our singing and who also regularly sing at other prestigious venues including St Paul's Cathedral and in European cities on their biannual Choir tour.

Morning Assembly takes place on two mornings a week and lasts about twenty minutes. It is led by the Headmistress, members of staff, visiting speakers, forms and departments on a rota. Themes need not be religious but must have spiritual, moral or cultural content and be suitable for the whole age range and appropriate for a chapel setting. There is usually a hymn and a short address before notices for the day.

## **Job Description**

St George's is seeking to appoint a Chaplain on a part time basis to be available to pupils, staff and the whole school community, offering pastoral support and encouraging spiritual, moral, social and cultural development (SMSC) throughout the life of the school.

The Chaplain will be line managed by the Headmistress and will be expected to work closely with the Director of Music and other staff. S/he will work in partnership with, and support the work of, teaching staff, pastoral staff, and the school leadership team. S/he will be an ordained Anglican priest.

**The following are the key duties and responsibilities:**

### **Worship and the life of the chapel:**

- To support and direct the spiritual and pastoral life of the school.
- To lead and organise Chapel services with their important liturgical, theological, didactic and choral content. Services should be based on Anglican practice and respect the Anglican

heritage of the school.

- To teach pupils from the pulpit in a way that they can relate to and that will inspire them.
- To preside over and lead Choral Communion Services each term (usually 3 or 4 per term) and the Communion Services on Ash Wednesday and Ascension Day.
- To contribute to and preside over special annual services such as the School Carol Service each December and the Valedictory Service for Upper Sixth each summer.
- To contribute to and preside over special Sunday evening services (usually 2 or 3 per term) such as Remembrance Sunday, Advent and Candlemas.
- To take the occasional weekday morning assembly.
- To work with the Music Department to encourage the singing of hymns by all and the appreciation of the Choral contribution of the Chapel Choir.
- To prepare, advise and organise candidates for Confirmation. This would include presenting them at the Confirmation and assisting and attending (if appropriate) the confirmation retreat.

#### **Pastoral:**

- To work in partnership with the school pastoral support team and to be available to students for small group or one-to-one mentoring.
- Attending pastoral meetings with staff and/or pupils as required.
- To act as a confidant to girls needing individual guidance or time.
- To contribute to the co-curricular life of the school by running an afternoon club from 4.15pm to 5.15pm on one day per week, which fosters interest exploring matters of life and faith amongst pupils.
- To be alert to and aware of other situations where the pastoral needs of a young person may become apparent.
- To be available to staff and others in the school community who are seeking pastoral support.

#### **Spiritual, moral, social and cultural (SMSC) development:**

- To engage young people in projects that encourage and foster their spiritual, moral, social and cultural development.
- To reflect on the lives of young people and the school community in order to identify new opportunities for encouraging SMSC at St George's.
- To take part in the taught SMSC provision on invitation by the Deputy Head (Pastoral).

#### **Charities Co-ordination:**

- To encourage and raise the profile of charitable giving and volunteering throughout the school.
- To organise and lead regular meetings of the pupil Charities Committee with the Charity Prefect and Charity Representatives from each Year Group.
- To coordinate the fundraising activities for whole school initiatives (such as non-uniform days) and for each Year Group through the Charities Committee and with Heads of Year.

- Prepare, with the Charity Prefect and Charities Committee, termly reports on the School's charity involvement as well as Charities Assemblies for the whole school.
- Maintain the Charities noticeboards so they are up to date, vibrant and informative.
- Oversee and organise records of activities and correspondence with charities and provide regular updates to the Headmistress and Governors.
- Administer the Charities account and organise payment to organisations.

#### **Other:**

- To attend staff meetings when in school.
- To be available to assist the school in the development of policies relating to pastoral issues or SMSC.
- To be available to assist the school with events marking celebrations, tragedies and festivals.
- To research, organise and host visits from other organisations (such as from other faiths) that bring relevant resources into school life.
- To foster meaningful links between the school, the community and local churches.
- Attend school events with parents present e.g. Freshers' Day for new pupils, Sports Day, Prizegiving.
- Accompany occasional school trips including the annual Chapel Choir visit to sing Evensong at St Paul's Cathedral.
- To undertake such other tasks relevant to the needs of the school as these may arise.

#### **Person specification**

The successful candidate will:

- be an ordained Anglican priest
- have a well-grounded personal Christian faith, pastoral wisdom and good judgement
- have a natural affinity for engaging with young people
- be an excellent communicator
- have a good understanding of safeguarding practice
- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- be flexible and adaptable when going about his/her work
- have a good sense of humour and be able to work effectively as part of a team
- be able to lead, co-operate and work collaboratively with colleagues, pupils and parents
- be sympathetic towards the ethos of a busy boarding and day school

#### **Terms of service**

- Start date:** 16 April 2018 or as soon after as possible
- Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the school's own salary scale.

- c. **Pension:** There is a Pension Scheme applicable to this role providing the applicant is eligible to join the Scheme.
- d. **Hours of work:** 16 hours per week during school term time. The post will require flexibility in the distribution of these hours over any given term but will include Friday mornings and some Sunday evenings (usually 2 or 3 per term).  
Additionally there will be a requirement to attend some routine School events such as, but not limited to, staff training days preceding each term and Open Days as notified by the Headmistress or Senior Managements Team.
- e. **Notice Periods:** The notice period required by either side to terminate this employment will be one full term.
- f. **Facilities:** Lunch is provided during term time. Members of staff can use the school's sports facilities at allocated times. There is free on-site parking.

### **Disclosure and other pre-employment checks**

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

### **Applications**

For details of this post and an application form please contact Mrs J Witt, PA to the Headmistress, on 01344 629904 or [jwitt@stgeorges-ascot.org.uk](mailto:jwitt@stgeorges-ascot.org.uk)

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to reach the School by 12 noon on Friday 16 February 2018.

Applications should be sent to:

Mrs E M Hewer, Headmistress, St George's School, Wells Lane, Ascot, Berkshire, SL5 7DZ or emailed to [headmistress@stgeorges-ascot.org.uk](mailto:headmistress@stgeorges-ascot.org.uk)

Interviews will take place on **Monday 26 February 2018**.