



CHAPLAIN

Appointment to take effect from September 2018

GENERAL

Malvern College is a leading independent school for girls and boys aged 13 to 18. Our focus is on encouraging academic excellence, personal growth and all round achievement in our pupils and providing outstanding pastoral care through the impressive House system. It is a vibrant hub of activity where pupils participate in an enormous range of co-curricular activities that support and inform their individual academic programmes.

The school is proud of its high academic standards and its pastoral care. There is a broad curriculum which is intended to give all pupils breadth and depth in a range of disciplines. We have offered the International Baccalaureate as an alternative to A levels since 1992 and approximately 50% of our Sixth Form choose each course of study. Results are excellent and pupils consistently secure places at Russell Group universities, including Oxford and Cambridge and an increasing number of pupils go to Ivy League or top universities in the US and Canada. Malvern College is a SAT centre.

There are 640 pupils at Malvern College, and around 250 at The Downs Malvern, our affiliated prep school in Colwall. We are a traditional full boarding school with 77% of our pupils boarding and weekends are busy with a full programme of activities. We seek to prepare those who study at Malvern for a world that is fast changing, and our House system engenders a sense of community and collective purpose. Pupils eat in their Houses creating the family feel for which Malvern is well known. We are proud of our high academic standards and pastoral care. Our most recent ISI report (November 2017) gives a rating of Excellent in all areas and can be found at <http://www.malverncollege.org.uk/Inspection-Reports>.

Situated on the slopes of the Malvern Hills and close to the centre of Great Malvern, the beautiful 250-acre main College campus commands striking views across the Severn Plain towards the Cotswolds.

The excellent facilities include an Arts Centre, a Music School, a Theatre (which is currently undergoing extensive redevelopment), two tournament quality Rackets Courts, a Library, extensive sports grounds, two all-weather pitches and a Technology Centre. A newly refurbished Science Centre was officially opened in 2015 which, alongside state-of-the-art laboratories and equipment, also has a new lecture theatre. Our other facilities include a fantastic sports complex which has a twenty-five metre pool, an eight-court sports hall, squash courts, gym, dance studio, climbing wall and rifle range. In addition, a hospitality suite allows the College to host a variety of functions throughout the year.

The Malvern brand is globally strong: we have sister schools in Qingdao, Chengdu, New Cairo and a new school opening in Hong Kong in September 2018.

Our school community is vibrant and staff are committed and enthusiastic; all applicants are encouraged to view our website www.malverncollege.org.uk

THE CHAPLAIN

The role of the Chaplain is to:

1. lead the spiritual life of the College Community and to nurture pupils in the Faith of the Church, and to support an awareness of faith practice across the whole community.
2. conduct and direct regular services in the College Chapel and to liaise with the Headmaster in this function and to keep the Headmaster informed about the religious and spiritual life of the College. In particular:
 - i. to lead assemblies, formal acts of worship, Communion, thanksgiving services and similar events;
 - ii. to organise visiting preachers/speakers;
 - iii. to prepare pupils for Confirmation annually;
 - iv. to liaise with the Director of Music over the musical content of services;
 - v. to encourage pupils actively to participate in Chapel services;
 - vi. to be responsible for the Chapel and Vestry and their contents;
 - vii. to administer the Chapel Fund and allocate collection money to appropriate charities;
 - viii. to provide leadership for outreach and service projects.
3. be available:
 - i. to all pupils at their request;
 - ii. to support pupils and staff in their activities throughout the school and in the provision of pastoral care;
 - iii. to provide adult members of the College Community and their families with help, advice and counsel where it is required;
 - iv. to contribute fully to the life of the College.
4. meet with his/her fellow Chaplains whenever possible especially those members of the Rugby Group.

THE APPOINTMENT AND PURPOSE OF THE JOB

The successful applicant will be required to contribute to the busy life of our boarding school including taking an active role in safeguarding and promoting the welfare of pupils by participating in the normal supervisory and co-curricular duties undertaken by all members of staff, including fulfilling a commitment to the boarding life of the school. An enthusiasm and ability to engage with, and challenge, able pupils is essential.

LIMITS OF RESPONSIBILITY

- To be responsible to the Headmaster
- To adhere to school policies.
- To undertake a pastoral role in accordance with school policy.

CRITERIA FOR SUCCESS

- Maintaining positive relationships with staff and pupils
- Actively supporting the ethos of the school.

ACCOMMODATION

The successful candidate will, ideally, live close to the College campus for the better performance of their duties. A three bedroomed house is available for this, across the road from the College.

BENEFITS OF WORKING AT MALVERN

- Excellent opportunities for Continuous Professional Development
- Fee concessions for Malvern College and The Downs Malvern
- Free on-site parking
- Contributory pension scheme with Scottish Widows (successful candidate will be auto enrolled after successfully completing 3 months service)
- Subsidised Private Health Insurance
- Cycle to Work Scheme
- Childcare vouchers
- Subsidised membership of the Sports Complex and facilities for staff and their immediate family
- Free membership of the College library
- A beautiful campus and the Malvern Hills are nearby
- A strong, supportive staff community who arrange social events

MALVERN QUALITIES

All staff are expected to model and promote our Malvern Qualities, which are:

- Resilience
- Self – Awareness
- Open-mindedness
- Kindness
- Collaboration
- Risk-Taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility

GENERAL REQUIREMENTS

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

APPLICATIONS

Applicants may contact the Headmaster, Mr Antony Clark to discuss the post if they wish. Mr Clark can be contacted via his PA, Julie Descher, at jad@malcol.org or 01684 581502.

Full details of working at Malvern College and our Application form can be found on our website: <https://www.malverncollege.org.uk/Job-Vacancies/>

Applications, consisting of a handwritten covering letter together with a completed application form, should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR14 3DF or via email to humanresources@malcol.org by no later than noon on Wednesday 6 June 2018. Interviews are currently scheduled for 21 June 2018.

The selection process will involve spending a day at the school and:

- Interviews with the Headmaster, the Senior Deputy Head, the Deputy Head: Pastoral, DSL, the Deputy Head: Logistics and the Head of Human Resources;
- An address to the College in the Chapel.
- Tour of the College;
- Lunch in a Boarding House;
- The opportunity to meet other members of the Common Room;

You will also be required to provide proof of your identity, right to work in the UK and qualifications during the selection process.

Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

May 2018