



READING BLUE COAT SCHOOL

VACANCY PROFILE INFORMATION PACK

CHAPLAIN



Closing date for applications: 16 December 2016

First interviews are likely to take place on 6 January, with final interviews in a two stage selection process on 9 & 12 January 2017.

Applications must be made on a School Support Staff Application Form, which can be downloaded from our website "Vacancies" page www.rbc.org.uk/vacancies/

This should be submitted, together with your CV and letter of application, by email to recruitment@rbc.org.uk. You will be required to sign and date this form in person if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



READING BLUE COAT SCHOOL

BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school for 480 boys aged 11 – 16 and a co-educational sixth form of 270 pupils. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire village of Sonning where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

The School has recently been listed by the Telegraph and the Good Schools Guide as one of the Ten Best Value Private Schools in the UK.

FACILITIES

Reading Blue Coat School is located four miles from the centre of Reading in the Thames-side village of Sonning. Set in 46 acres of grounds and woodlands for pupils to enjoy, the facilities are excellent and the School continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.



READING BLUE COAT SCHOOL

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 9. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own PLUS course, which covers giving a presentation, writing an extended essay as well as careers, personal statements and finance. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2016 academic results were impressive; the A Level results were amongst Blue Coat's best with 79.4% achieving A*-B and at GCSE 68.5% gaining A*-A.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2016 just under 90% of students achieved places at their preferred university.

PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and how to lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.



READING BLUE COAT SCHOOL

DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Scuba Diving, Creative Writing and Journalism.

COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Through the Community Service programme, pupils also help out in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning. Further afield, the School has a burgeoning partnership with a school in Ghana.

Further information is available on the School's website at www.rbc.org.uk.



READING BLUE COAT SCHOOL

THE CHAPLAINCY

Reading Blue Coat School was founded in 1646 by Richard Aldworth with the aim that 'an honest godly and learned school master' would instruct young scholars in 'reading, writing and the points of Christian religion'. The School is still true to its charitable foundation in many ways, and all pupils attend a spiritual assembly on Thursday mornings and sit a GCSE in Religious Studies.

The School has had a chaplain throughout much of its history. Although the School has not had a chaplain in recent years, it does benefit from working closely with St Andrew's Church in Sonning, and the vicar there is also a Governor of the School.

The School now seeks to appoint a full-time Chaplain from September 2017. The Chaplain will be a moral compass for the School and be fully integrated into school life.

Given the foundation of the School the Chaplain is likely to be of the Anglican tradition. The Vicar of Sonning and the Bishop of Reading will be involved in the appointment process.



READING BLUE COAT SCHOOL

JOB DESCRIPTION

CHAPLAIN

Line Manager: Headmaster

Main Purpose of the Post

Reporting directly to the Headmaster, the Chaplain will be a moral compass for the School and be fully integrated into school life. He or she will be based in their own office which will be seen as a 'safe space' where pupils or staff can speak to a listening ear when they are upset. Will support other key staff on pastoral matters and lead on all spiritual events and activities.

Will also teach curriculum subjects within the Chaplain's skill set, knowledge and qualifications.

Main Duties and Responsibilities:

- Lead spiritual assemblies in the School, which currently take place every Thursday morning.
- Lead other important spiritual events, e.g. Remembrance Sunday and the Leavers' Service.
- Support the musical life of the School, including the weekly singing in spiritual assemblies.
- Sympathise with different denominational affiliations and indeed other religions.
- Act as a listening ear and informal counsellor for pupils and staff.
- Work closely with Deputy Head Pastoral in supporting the pastoral life of the School.
- Set up and chair a charity committee that organises the charitable work of the School.
- Teach roughly ½ timetable in an appropriate subject.
- Act as the liaison with St Andrew's Church in Sonning.
- Know and be known, a constant presence at school events and regularly available to parents, staff and pupils.
- Guide the school in difficult circumstances, such as bereavement.

Teaching:

General Professional Activities:

- To contribute to the development of subject and pastoral teams.
- To put into practice the school policies, including the planning and delivery of the curriculum.
- To support and maintain the agreed codes and discipline policy consistently and fairly.
- To plan, prepare and deliver the curriculum in the subjects for which he/she is responsible, including the setting and marking of homework as appropriate.
- To take an active part in curriculum development.
- To accept a measure of administrative responsibility.
- To engage in such supervisory activities as may be reasonably required.
- To be responsible for a group of pupils (tutor group) in all aspects of their development.
- To manage a classroom and form registration room according to school policy.
- To undertake professional development as part of a continuous process of career progress.
- To act as a member of the staff team in general school life.
- To assist in maintaining discipline throughout the school consistently according to the policy laid down.
- To organise and supervise co-curricular activities, as reasonably requested.



READING BLUE COAT SCHOOL

- To provide supervisory duties as reasonably requested.
- To attend meetings, parents' evenings, open mornings, entrance examinations and other functions as appropriate.
- To meet all deadlines reasonably required.
- To ensure that personal behaviour, dress, appearance and time keeping is commensurate with the high standards expected of all members of the school community.

Pupil Organisation and Curriculum Delivery

- To manage the teaching rooms and the pupils in such a way as to provide a suitable learning environment.
- To plan, prepare and deliver appropriate learning experiences making full use of the resources available. All such planning to be based on the agreed and published curriculum policies, schemes of work and other such papers that are provided from time to time.
- To prepare, arrange and lead educational visits as part of the overall planning for the area of learning as may be appropriate.
- To ensure that the work planned is suitably differentiated to meet the needs of all the pupils within the class, and to have high level expectations within the differentiation.
- To bring to the attention of the Headmaster's appointee pupils with perceived Learning Difficulties or Disabilities.
- To display pupils' work in the classroom and around the school clearly and effectively in such a way as to raise awareness and pupil esteem.
- To be prepared to use personal expertise on behalf of any pupil or group of pupils as may be reasonably expected.
- To correct pupils' school and homework in a reasonable time and in accordance with school policy. To prepare and administer tests/examinations and key stage assessments as appropriate.
- To maintain personal and official records of pupils' development and to write reports where appropriate.
- To inspect and initial Student Planners at least once a week.

Professional Development

- To attend staff and other meetings, as appropriate.
- To maintain personal professional development by attending such courses/seminars as may be available and appropriate including school-focused INSET.
- To be prepared to join appropriate curriculum working parties.
- To undertake professional self-assessment and appraisal.

Administration:

- To maintain attendance registers
- To be present at least during the working day (8.30 a.m. - 4.20 p.m.) during term time (not including duties, co-curricular activities, parents' meetings, staff meetings, open mornings, entrance assessments as may be reasonably required) and to inform the School before 8.00 a.m. of unplanned absence.
- To undertake administrative duties as may be mutually agreed.
- To support home-school relationships and to liaise with parents as appropriate.
- To provide assistance in the smooth running of the school as may reasonably be expected.



READING BLUE COAT SCHOOL

Additional Duties

- The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
- The post holder is responsible for using technical and operational knowledge to ensure a safe environment

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



READING BLUE COAT SCHOOL

PERSON SPECIFICATION

CHAPLAIN

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Essential

- A person of genuine faith with passion to lead others.
- Ability to support different Christian denominations and to promote good relations with other faith groups.
- Educated to degree level.
- Experience working with young people.
- Effective counselling skills and/or possess a counselling qualification.
- Charisma and energy.
- Outstanding public speaking skills.
- Excellent interpersonal, oral and written communication skills.
- Approachable and warm personality.
- Organised, reliable and punctual.
- Ability to work both independently and collaboratively.
- Displays tact and discretion.
- High personal integrity.
- IT literate.
- Committed to the School and the development of young people.

Desirable

- Full driving licence.
- Given the foundation of the School, the Chaplain is likely to be an Ordained Minister of the Anglican tradition.
- Experience of parish or youth ministry.
- Have an ability to make a contribution to our co-curricular programme.



READING BLUE COAT SCHOOL

SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

- Contract Status: Permanent contract. Commencing 1 September 2017.
- Salary: The School has its own salary scale. The appointment will be made on the Teachers Salary Scale with a range £24,999 to £44,025 dependent upon the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.
- Place of Work: Reading Blue Coat School, Sonning on Thames, Berkshire
- Working hours: 37.5 hours per week. From 08:30 to 16:30, Monday to Friday, with 60 minute meal break.

Additional hours will be required for the delivery of co-curricular activities; school events; open evenings; parents' evenings; etc.
- Leave entitlement: School holidays in accordance with the published School calendar
- Pension: A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- Meals: Lunch and refreshments are provided free by the School.
- Parking: Free Car parking is available on site
- Child Care: Tax free Child Care vouchers are offered by salary sacrifice to assist with child care costs.
- Discounts: Reduction in RBCS school fees for employees' children offered after 6 months service.
 - 50% reduction for all full time staff, pro-rated for part time staff
 - Fees (from 1 September 2016) are currently £5,220 per term
- Sports facilities: Membership of the School Sports Centre with access to fully equipped gym and swimming pool
- Professional Development: Strong commitment to support professional development, overseen by Deputy Head (Staff) and people development budget.

Full details and terms and conditions of employment will be issued if an offer of employment is made.



READING BLUE COAT SCHOOL

POLICY STATEMENT

CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
 - 'competency questioning',
 - and where appropriate will address: the candidate's attitude towards children and young people;
 - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
 - gaps in his/her employment history;
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
 - motivation to work with children and young people;
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.

Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.