

# WELLINGTON COLLEGE



## Job Description

<b>Job Title:</b>	Chaplain
<b>Date:</b>	June 2017
<b>Department:</b>	Chaplaincy
<b>Reports To:</b>	The Master
<b>Responsible For:</b>	Chaplaincy Team

### Purpose of the Position:

The Chaplain is responsible for keeping spirituality at the heart of the College. He/she will be proactive in identifying and developing opportunities for the whole community to engage with the spiritual dimension of life. As a Christian Minister, the Chaplain draws specifically (though not exclusively) on the Christian story and tradition to give a context for the College community to explore and celebrate its spirituality. The College, whilst being a religious foundation rooted in the Christian faith, is a pluralistic community with members of all faiths and none, included in its number. The Chaplain leads the College's sensitive response to this context and has specific responsibility for developing religious literacy within the College community. Where appropriate the Chaplain makes arrangements for the religious needs of specific groups to be addressed. The Chaplain has a pastoral ministry to all members of the College and will develop opportunities to be available to any and all in the community.

### Departmental Information

The role of the Chaplain is a key element in the life of the College. He/she must regard the pastoral care and the spiritual development of pupils and the College community as his/her priority. The College places great importance on these two parts of its life; much of the energy, sense of direction and commitment to the tasks of care and spiritual growth derives from the work of the Chaplain. The Chaplain is expected to recruit, train and develop a Chaplaincy team to support and extend their ministry.

### Main Tasks and Responsibilities:

The Chaplain leads College worship and is responsible for developing Chapel services which engage with and inspire the College community. The Chaplain is expected to preach the Christian gospel, making it relevant and accessible to all members of the College. The Chaplain's role falls into five areas:

1. Theologian:
  - Lead in encouraging pupils to explore the possibilities of God. Work collaboratively with staff to develop a sense of awe and wonder within the life of the College to encourage pupils to address fundamental moral, social and philosophical issues
  - Contribute to programmes within College to address issues of individuality, inclusivity, happiness and well-being
  - Promote awareness of social justice, ethics and society
  - Be the interpreter of the life and story of the College by all who form the College community
2. Priest
  - Minister of Word and Sacrament within the life of the College
  - Be responsible for liturgical life of the College to ensure the College's worship has an excellence which is derived from being attractive, appropriate and authentic
  - Develop opportunities for liturgy which is imaginative, demanding and, at times, experimental
  - Lead College services with support from teaching staff

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	<ul style="list-style-type: none"> <li>• Lead formal whole school services in the Chapel and more informal Communion Services in the Crypt Chapel or boarding houses</li> <li>• Prepare candidates for Confirmation (approximately 20 -30 each year)</li> <li>• Maintains a good relationship with the wider Wellington community and with local faith communities in and around Crowthorne</li> </ul>
3. Pastor	<ul style="list-style-type: none"> <li>• Offer deep and readily accessible pastoral care to pupils, teaching and non-teaching staff and their families. This can lead to taking Baptisms, Weddings and Funerals for those with connections to the College. The Chaplain will visit each House at least once per month</li> <li>• Through their ministry, know and be known to all sections of the community</li> <li>• Work collaboratively by recruiting, training and sustaining a Chaplaincy team who will offer a diversity of pastoral support within the life of the College</li> <li>• Be part of the Welfare Committee, chaired by the Deputy Head Pastoral</li> <li>• Work with the Master and Deputy Head Pastoral in all pastoral matters</li> <li>• Expect to be the source of advice and support to colleagues and be part of the Teaching staff that is committed to the care of the pupils</li> </ul>
4. Teacher	<ul style="list-style-type: none"> <li>• Teach Religious Studies eighteen periods per cycle. The teaching commitment will depend on the subject specialisation and experience of the post holder</li> </ul>
5. Charitable	<ul style="list-style-type: none"> <li>• Responsible for charitable fund-raising activities in Chapel and the organisation and distribution of the weekly collection</li> <li>• Sit on the Charities Committee and play an active part in College charity work outside the auspices of Chapel</li> <li>• Act as Secretary and Convenor of the Crowthorne Trust</li> </ul>

Person Specification:	
<b>Education Attainment</b> <ul style="list-style-type: none"> <li>• First degree in a teaching related subject</li> <li>• Masters degree in Theology or Divinity</li> <li>• Be ordained in Anglican Communion – Church of England</li> </ul>	
<b>Knowledge and Experience</b>	
Essential Experience	Desirable Experience
<ul style="list-style-type: none"> <li>• A priest in good standing within the Church of England, or Episcopally ordained in a Church which is in communion with the Church of England</li> <li>• In Priest's orders for at least three years</li> <li>• Have an expansive understanding of Chaplaincy</li> <li>• Proven track record of ministry with teenagers</li> <li>• Be accepting of women to the priesthood</li> <li>• Committed to personal professional development and to the ongoing study of theology</li> </ul>	<ul style="list-style-type: none"> <li>• Worked as a Chaplain within an educational community</li> <li>• Qualified teacher status</li> </ul>

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<ul style="list-style-type: none"> <li>• Work closely with the Director Music and College Organist to develop the College's reputation for providing outstanding training for choral singers and student organists through appropriate liturgies</li> </ul>	
<p><b>Skills and Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Excellent communicator, able to communicate at all levels and outstanding interpersonal skills to build strong relationships and enable effective dialogue with pupils, parents, staff and visitors</li> <li>• Organised and able to prioritise workload; balance decisiveness and consultation</li> <li>• Be reliable and offer stability and consistency to the College community</li> <li>• Build diplomatic relationships within and outside the College</li> <li>• Lead by example</li> <li>• Demonstrate sound judgement to manage sensitive and complex situations with clarity and care</li> <li>• Be self-reliant and self-motivated</li> <li>• Be adaptable and flexible with working patterns to meet the needs of the College community</li> <li>• Be tactful, discreet and able to maintain confidentiality</li> <li>• Be able to demonstrate a positive rapport with senior and junior pupils</li> <li>• Be a dedicated team player, who strives for excellence and leads by example</li> <li>• Able to articulate and deliver a broad and deep understanding of the developing well-being and mental health of pupils and staff</li> <li>• Community minded</li> <li>• Ability to work independently and as part of a team</li> <li>• Demonstrate problem solving skills to manage competing priorities</li> <li>• Stay calm under pressure</li> </ul> <p><b>Essential Values, Behaviours and Attitudes</b></p> <p>All employees are expected to actively promote and demonstrate the five core values of the College:</p> <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Integrity</li> <li>• Respect</li> <li>• Responsibility</li> <li>• Courage</li> </ul> <p>In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body</p>	

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College's Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.