

# Wycliffe College

## Chaplain

Commencing April 2019 (or September 2019)

Candidate information pack





### **THE COLLEGE**

Founded in 1882, Wycliffe is a thriving Day and Boarding College for boys and girls aged from 2 to 18, set within the heart of the Cotswolds. The College has excellent links to London both by road and rail and is close to the amenities offered in Cheltenham, Bristol and Bath. The 52 acre site comprises three main parts: the Senior School, the Prep School (only 300 metres away) and the Berryfield (the main sports ground two minutes from the Senior School site across a residential road).

### **THE SENIOR SCHOOL**

With a focus on individual learning as the route to success, Wycliffe is committed to helping all pupils achieve their own academic potential. We offer a very broad curriculum, mixing traditional and modern programmes of study. Free from the strictures of Key Stage 3 National Curriculum and SATs, our Year 9 studies offer exposure to a range of subjects before GCSE choices have to be made. There is a wide range of both GCSE and A levels on offer, including A Levels in Film Studies, Psychology and Japanese and BTEC National Diplomas in Sport, Digital Production and Business and the option of an Extended Project Qualification. Preparation for Oxford and Cambridge entrance is offered and SAT preparation for those wishing to undertake studies in the US. The College has an excellent reputation for supporting pupils with Special Educational Needs and holds CReSTeD accreditation.

The division of the Senior School into Houses makes a high level of personal and pastoral care possible. There are eight Houses, (three for boys, three for girls and two mixed) all offering exceptional facilities for study. All Day pupils have dedicated study areas in Houses and are completely involved in the House activities. Housemasters and Housemistresses and their families live in the boarding houses and are assisted by a Resident Assistant and then additional Tutors, appointed from the teaching staff. Pastoral care is not an added or optional extra; it is integrated, essential and taken very seriously. The systems we have developed to look after pupils' wellbeing are set firmly in place to ensure any pupil joining the College is well cared for and monitored throughout his or her education. The Chaplain regularly visits the Houses as part of our programme of pastoral care and services are planned carefully so that there really is 'something for everybody', no matter what their views or spiritual standpoint.



Whether it is on stage, in the choir, on the sports field, up a mountain or on a river, Wycliffe aims to give every pupil the opportunity to pursue an interest outside of the classroom. Wycliffe's sport and physical education programme gives pupils opportunities to develop their talents and skills and to enjoy sport as a member of a team, as individuals or for recreation. The College recognises and supports gifted sports players through the Wycliffe Advanced Sports and Performance Programme. Alongside GCSE and A level Music courses, music-making generally is of a high standard with an extensive programme of formal and informal concerts for the various school groups which include Chapel Choir, Orchestra, Concert Band, Jazz Band and String Group. There is a purpose-built Music School. Wycliffe has its own Youth Theatre, integrated Drama Club and hosts annual House and College productions as well as running regular theatre trips. The Sibly Hall is able to stage whole school productions which are of a very professional standard. Wycliffe's vibrant CCF contingent offers significant developmental opportunities through the use of military-orientated activity and adventurous training whilst the Duke of Edinburgh award is offered at Bronze, Silver and Gold levels by an experienced and enthusiastic team of staff.

In terms of facilities, the Library is situated at the heart of the College and is a haven for independent learning. Pupils have access to a suite of PCs and a range of other regularly updated material. These reflect changes in the curriculum, inform on current affairs as well as indulge pupils' interests. The Library offers an atmosphere conducive to private study. There is a well-developed ICT plan to make sure Wycliffe keeps fully up to speed with the latest developments in ICT by incorporating the use of iPads in our teaching. Each department has an iPad champion to ensure the best use of new technology in our teaching. The College's wonderful sports facilities include a floodlit Astroturf, Squash Courts, a modern purpose built sports hall with two full-sized Basketball Courts, Rugby and Cricket pitches and a fully equipped gym. All the Science laboratories have quite recently been refurbished to a very high standard to provide lecture theatres and state of the art equipment.





### THE CHAPEL

There have been three chapels in the history of Wycliffe College. The first, a corrugated iron chapel built in 1889, stood some two hundred yards to the west of the present chapel and was shared with the local Wesleyan Methodist Society. This was on the site where the squash courts now stand. The second Chapel, built in 1911 on the present site, was also a shared building and was accidentally burned down in 1939. The present Chapel was built largely by masters and pupils, with some skilled help, during the period 1952-60. It uses stone reclaimed from the 1911 building, stone given by the parishioners of Frocester from their redundant church of St. Peter, and stone taken from the College's own north boundary wall. Much of the remaining construction material was also second-hand.

The Chapel was dedicated by the Bishop of Gloucester on 6th June 1958, when in a more or less completed state. The floor blocks, chairs and screens were added over the next few years.

Wycliffe College, despite strong historical links with the local Methodist Church, has always been an inter-denominational foundation and its Chaplains have come from a range of Christian traditions.



### **THE PREP SCHOOL**

Wycliffe Preparatory School educates boys and girls aged two to thirteen. Founded in 1928 as a Prep School to Wycliffe College the school aims to provide an all-round education with an emphasis on creating an environment where they are safe and happy. Children may board from Year 3 with both full-time and flexi-boarding offered. There is a full weekend programme, with regular trips and activities. The curriculum offers in each subject the best rigour and challenge to develop each pupil for the next stage of their education. Based largely on the National Curriculum pupils are given a firm foundation preparing them for the early stages of GCSE. Everyone is encouraged to do their best. Highly committed to the development of individual strengths and talents, we are active in finding out where these lie in our pupils. The College's CReSTeD accreditation recognises the way we develop the skills of our pupils with specific learning difficulties. 95% of our Year 8 pupils progress to the Senior School and they do not study for Common Entrance. Instead, the pupils in Years 7 and 8 study a two year programme called the Wycliffe Baccalaureate (WB). This culminates in the award of a Certificate of Achievement at the end of Year 8 which takes into account everything they have achieved in the classroom in all subjects, on the games field and even has a leadership and citizenship element.

Music is taught from Reception upwards by subject specialists and pupils have the opportunity to learn to play a musical instrument from Year 1. Learning fundamental musical skills is on the curriculum for all. Working closely with the Music Department the Drama Department encourages self-expression offering several staged musicals a year and building self-esteem, confidence, empathy, tolerance, communication and cooperation. PE provision at Wycliffe Prep is complemented and supplemented by the extensive Games programme. Pupils interact in groups and in team situations, encouraging co-operation, competition and tolerance while at the same time promoting self-respect and respect for others. We aim to ensure that enjoyment is an important element in sporting activities through variety, progression and interest in the work covered.





Wycliffe Prep School has outstanding facilities including Tennis courts, Astroturf and extensive games pitches. On site there is a fantastic Studio Theatre, a small gymnasium and an indoor swimming pool. We have frequent access to the Sports Centre at the Senior School and encourage the children to use these facilities for Badminton, Squash, Basketball and Cricket. For Lower Prep pupils there is also the Donald Clark Adventure Playground. A very recent development for the Prep School includes eight classrooms equipped with touchscreen boards, and class sets of iPads. An exceptional, state-of-the-art classroom block (intended mainly for Year 7 and 8 pupils), Etheridge Hall, was opened during 2015.

Wycliffe Nursery sits within the grounds of the Prep School and has full access to the school's facilities and play areas. The Nursery takes children aged two to four years; they enjoy being part of the wider Wycliffe community and take part in school assemblies, plays and many other activities.



For further information about the College please visit [www.wycliffe.co.uk](http://www.wycliffe.co.uk).

## **THE ROLE**

The Chaplaincy exists to ensure that pupils consider that there is more to life than the material. It aims to encourage everyone to develop their spirituality whatever they perceive it to be. Wycliffe is a school based on Christian principles and as such it is the role of the Chaplain to ensure that those ideals are not forgotten. The Chaplain aims to preach the Christian gospel and to enable pupils to understand the Church, its language and practices.

However, the Chaplain is not there only for those who share this faith but for the entire school community and should encourage spirituality in all people, whatever their background or creed celebrating the image of God in every person.

The Chaplain also has an important pastoral role and is there to listen to the problems that people face and seek to support them in those difficulties and to facilitate this the Chaplain will be as involved as possible in the pupils' day-to-day lives. The Chaplain will therefore be present at a range of activities (at both Prep and Senior Schools) and will also set aside time to be a regular presence in Boarding Houses of an evening and/or weekend.

The successful candidate will not necessarily be a teacher of an academic subject to GCSE and A Level but the ability to do so would be an advantage, not least given that the current post-holder does so in the Religious Studies department. Someone who is not able to teach an academic subject to GCSE/A Level will need to make it clear in their application how they will contribute in other areas of College life in such a way as to 'compensate' for not contributing to the academic teaching life of the College (e.g., with regard to what you might be able to bring to the College's extra-curricular provision and/or in how you will develop and extend the Chaplaincy role).

*Any particular additional responsibilities, agreed with the Head, and general responsibilities relating to the life and work of the school, will be defined in supplementary job specifications for those taking on additional responsibilities.*

## **Chaplain Specific Responsibilities**

The Chaplain is responsible to the Head for the religious tone and spiritual life of the Wycliffe Community. S/he will also lead occasional services as and when requested.

## **Teaching Specific Responsibilities**

The subject teacher is responsible to the Head of Department for playing a part in the teaching-and-learning of the department and for the effective teaching of groups assigned to him/her. *All academic staff are required to take on specific teaching responsibilities - the current post-holder serves as a Senior School teacher of Religious Studies (Years 9-13).*

## **JOB DESCRIPTION**

### **KEY TASKS**

#### **Worship**

The Chaplain arranges the following compulsory weekly services:

- Tuesday morning - taken either by the Chaplain or by another member of staff
- Wednesday morning - taken either by the Chaplain or by an outside speaker
- Thursday morning - House chapel taken by pupils supported by the Chaplain
- Alternate Fridays - Hymn practice.

The Chaplain may be required to offer extra optional services as appropriate and also needs time to offer prayer on behalf of the whole school. S/he leads Friday lunchtime Eucharist for those who wish to involve themselves more deeply in the Christian life of the school.

In addition to this, the Chaplain organises key services throughout the year, currently: Remembrance Sunday, Carol Services, Confirmation Service, Leavers' Service.

Prep School: The Chaplain also leads the Prep School Assembly on Monday mornings (fortnightly up to and including Summer 2018; weekly from September 2018).

Baptism and Confirmation: The Chaplain will prepare pupils for Baptism and Confirmation in the College Chapel. Before the Confirmation service there will be classes, which should be suitable for the age and understanding of the pupils and may be divided into junior and senior groups. Confirmation and Baptism are open to pupils from all year groups.

### **Pastoral Care**

The Chaplain has a pastoral role and is there to listen to the problems that people face and seek to support them in those difficulties. For the pupils, the Chaplain should be a friend and an advisor. Whilst the Chaplain will meet regularly with the Head to discuss pastoral issues, individual discussions will be kept confidential except in the case of child protection issues. S/he should also liaise as and when needed with the Deputy Head (Pastoral) to discuss relevant issues. In addition, the Chaplain will sit on the College Welfare Committee (i.e., one of the sub-committees of the Council of Trustees) and prepare appropriate reports for this body on a termly basis.

### **Staff**

Although the Chaplain is there to offer any support needed to colleagues, it will only be given when it is welcomed by the recipient. It will not be assumed that all members of staff wish for the Chaplain's involvement. The Chaplain may be asked to help members of staff and OWs to organise occasional offices i.e. Baptism, Weddings and Funerals. The Chaplain should also be available to liaise with the Head and Trustees as and when required.

### **Charitable endeavours**

The Chaplain will 'take the lead' (starting Summer 2018) in organising and delivering the 'Make a Difference' Day, ensuring that all pupils in Years 9, 10 and 12 take part in a full day of service to the local community in the Summer Term.

### **Liaison with the Diocese**

The Chaplain will maintain links with the Bishop's Office, seek specialist advice as and when needed and hold the Bishop's licence for ministry in his/her Diocese.

### **As a Member of the Wycliffe Community**

Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example; take part in Marketing and liaison activities such as Open Days and evenings, and events with partner schools; carry out a share of duties in accordance with the published rosters; comply with the school's Health & Safety policy and undertake risk assessments as appropriate; attend Staff meetings and contribute to the extra-curricular programme where appropriate/practicable/agreed (with the Head); engage actively in the performance management review process, including (as appropriate) participating in arrangements for further training and professional development, including subject knowledge and teaching methods.

### **Teaching and Learning:**

- Teach pupils according to their educational needs.
- Act in pursuance of the school's stated aims.
- Be familiar with and apply the contents of key procedures and Learning and Teaching Policies as published on the Intranet.
- Work in line with the Wycliffe College Professional Teaching Standards Framework.
- Ensure effective and efficient deployment of classroom support.
- Set and mark appropriate work for pupils, both in class and for homework, to assess progress and inform future learning.



- Plan and prepare courses and lessons and contribute to the whole school's planning activities and strategic objectives.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Ensure the appropriate care of text books and files, and expect a high standard of presentation in written work at all times.
- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department and contribute to the department's development plan and its implementation.
- Assess, record and report on the attendance, progress development and attainment of pupils and keep such records as are required.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain appropriate paper-based and electronic records and provide relevant accurate and up-to-date information.
- Attend appropriate Parents' Evenings, well prepared to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out

#### **As a Member of a Department**

- Attend departmental meetings for those subjects to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Deputy Head (Academic).
- Contribute to the process of monitoring, evaluation and review of the curriculum area/department in line with agreed school procedures and implement modification and improvement where required.
- Assist the Head of Department in the setting, marking and grading of any examinations or assessment procedures.
- Be responsible for the condition of the teaching space used and report and damage to fixtures or fittings to the Head of Department.
- Assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.

### **PERSON SPECIFICATION**

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:

	<b>REQUIREMENT:</b> E - Essential D - Desirable	<b>MEASURED BY:</b> A - Application Form/ References B - Lesson Observation C - Interview D - Presentation
<b>KNOWLEDGE AND EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>Subject knowledge compatible with teaching RS to Advanced Level.</li> </ul>	D	A, B
<b>SKILLS (THE ABILITY TO):</b>		
<b>The ability (as Chaplain) to:</b> <ul style="list-style-type: none"> <li>Devise and oversee delivery of Acts of Worship suitable for 13 - 18 years old and 7 - 12 years old.</li> <li>Give comfort &amp; counsel in a manner compatible with Christian ministry.</li> <li>Maintain the balance between College &amp; Diocesan requirements in school ministry.</li> </ul>	E E E	A, C, D A, C A, C
<b>The ability to:</b> <ul style="list-style-type: none"> <li>Teach a subject from the academic curriculum (probably, but not necessarily, Religious Studies) to KS3, GCSE and A Level</li> <li>Make appropriate use of classroom technology to facilitate teaching and learning.</li> <li>Use available data to personalise the learning experience for pupils</li> <li>Inspire the full range of pupil abilities</li> </ul>	D E E E	A, B, C A, B, C A, B, C A, B, C
<b>QUALIFICATIONS:</b>		
<ul style="list-style-type: none"> <li>Ordained Priest</li> <li>Honours Degree</li> <li>A teaching qualification</li> </ul>	E D D	A A A

### **TERMS OF APPOINTMENT**

The appointment will be subject to the post-holder being licensed by the Bishop of Gloucester.

The provision of College accommodation might be included in the overall remuneration package depending upon the requirements of the successful candidate.

Other benefits available to staff include:

- contributory pension scheme
- reduction in school fees (60% for Senior School, 40% for Prep School, 25% for Nursery)
- cycle to work scheme
- free meals during school term-time
- free use of gym, sports facilities and swimming pool
- training and development opportunities
- free on-site parking
- subsidised coffee-shop



### **HOW TO APPLY**

Please send a completed application form together with a covering letter to [Head@wycliffe.co.uk](mailto:Head@wycliffe.co.uk) or by post to:-

Mr Nick Gregory  
Head  
Wycliffe College  
Stonehouse  
Gloucestershire  
GL10 2JQ

Completed applications to be received by 12.00 noon on Friday 4th January 2019.

Interviews will be held on Tuesday 22nd January 2019.

### **SAFER RECRUITMENT STATEMENT**

Wycliffe is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check is required before any appointment is confirmed. We are an equal opportunities employer.