



School Chaplain

September 2018

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world-class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for over 120 years. We are committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 170 acres, our school has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Café and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 610 pupils, ranging from 11 to 18, 560 are full boarders and 175 are in the Sixth Form. The majority of our girls come from within a one-hour radius of London; other boarders travel from further afield. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 97.4 per cent of all GCSE entries being graded A*-A. At A level, 85.6 per cent were A*-A. One third of last year's leavers went to Oxbridge and about twelve to US universities including Claremont McKenna, New York University, Stanford, UCLA and Yale.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex which is akin to a university hall of residence.

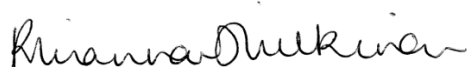
Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached a significant number of national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, an annual Management Conference and other social and academic events throughout the year.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened two new state-of-the-art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to redevelop significant teaching and learning areas in the Abbey building.

We have introduced a new strategic plan to guide us through the next five years, 2017-2022. Our first sister school opened in Changzhou last year and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group. We hope to open other Wycombe Abbey International Schools in Asia in the near future.

Exciting times are ahead!



Rhiannon J Wilkinson

Headmistress



OUR CHAPEL

Chapel has always played a central role in the life of the School, but although the foundation stone for Chapel was laid in 1926, the first Chaplain was not appointed until 1990, therefore the Chaplaincy has developed in a more modern context. We are now seeking to appoint our fourth Chaplain.

Wycombe Abbey was founded as a Church of England school and girls are encouraged to develop their spiritual lives through their involvement in Chapel and community service. Whilst Christian values and teaching (inclusivity, community, service, empowerment and abundant living) are presented, each girl is encouraged to reflect upon them and apply them to her own life in a way that is consistent with her own faith and background.

Today pupils and staff comprise individuals of many different faiths and beliefs. Chapel provides a spiritual element to the wellbeing of girls and the wider school community, both as a physical location in the heart of the School, where girls and staff know they can find a quiet place for reflection or prayer in the course of the day or evening, and also as a source of spiritual teaching. The whole school meets in the Chapel four times a week for a short service led by the Chaplain or visiting preachers. The girls themselves also lead services regularly as a house group or society and services may include music, drama or dance.

Music plays a prominent part in Chapel. We have an exceptional Chapel Choir to lead our singing, we include instrumental pieces in our services and there are also more informal opportunities for both our own and visiting musicians to enhance our services and celebrations.

Chapel is a place where our community can gather. In Chapel we can pause from the hectic rush of life and take the opportunity to listen, think and reflect. It is here that we lift our eyes away from our daily preoccupations in order to consider ideas and issues that are far from our daily routines. This is a very special place in the School and a vital element in our pastoral approach at Wycombe Abbey.

THE ROLE OF CHAPLAIN

The Chaplain is responsible to the Headmistress for the spiritual welfare and development of the School, both in terms of individuals and the community. This post will involve a flexible working schedule which will include significant evening and weekend work.

Duties will include:

- Helping to shape and develop school policy on all major aspects of the spiritual and religious life of the School in consultation with the Headmistress and Executive Leadership team
- Overseeing the style of worship and organisation of services including hearing the readers for regular services, as well as for special occasions such as Confirmation, Remembrance Day, Christingle, Carol Services etc.
- Inviting appropriate visiting preachers for Sunday Chapel and special services and directing the student Almoners to support them in their work in the Chapel
- Catering for the spiritual needs of all the girls including seeking to develop sensitively the spirituality of those who claim no religious allegiance
- Overview of the School's religious societies, including Christian Union Society (Fisher Society), amongst others
- Working closely with the Director of Music to help to encourage the rich musical tradition of Chapel worship
- Working closely with the Parish Church staff over any services there: Carol Service, Confirmation. We have a long tradition of working with All Saints, High Wycombe, since the School's foundation
- Preparing candidates for Confirmation and making appropriate arrangements for the day, which is a major event in the school calendar
- Responsibility for all aspects of the organisation, maintenance and development of Chapel as a safe and creative space for reflection, meditation, learning and celebration
- Contributing to the design and delivery of our bespoke PSHE programme "Wellbeing"

Depending on the skills of the successful candidate, duties may also include:

- Responsibility for Community Service
- Responsibility for "Give Back", the collective name for our charitable fundraising initiatives



PERSON SPECIFICATION

We are seeking to appoint a Chaplain with vision, qualities of spiritual leadership, and effective organisational skills.

The successful applicant is likely to be:

- An ordained Anglican priest or a lay worker with significant experience of church youth work
- Educated to degree level
- Able to communicate clear ideas of how the chaplaincy will encourage and inspire the school community
- Able to communicate effectively in both formal and informal environments. You will be an articulate speaker with the ability to present credibly and enthusiastically
- Inclusive in style and able to engage successfully with all ages and cultures
- Proactive and imaginative in approach. Open to a range of styles of worship
- Able to build positive and collaborative relationships with pupils, parents and staff alike
- Someone with intellectual curiosity coupled with the desire to explore current issues in contemporary society
- Knowledgeable, perceptive and sensitive about the issues that teenage girls face
- Knowledgeable about safeguarding in a school context and mindful of the need to treat all sensitive information relating to pupils, staff and parents confidential
- Able to work flexibly, including in the evening and at weekends, and able to arrange working days and hours to be available for School events and activities. The core of the role is within the School premises
- Enthusiastic about our boarding ethos and willing to be involved in the wider school community





BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a 5-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for boys and girls in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford is within 30 miles, Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports.

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a full-time, permanent contract. The School does own staff accommodation which may be available depending on the situation of the successful candidate. A condition for an ordained candidate is that they are licensed by the Bishop.

APPOINTMENT DATE

September 2018.

SALARY

Wycombe Abbey has its own pay scale which compared favourably with other independent schools.

PENSION SCHEME

All eligible staff will be enrolled automatically within the School's pension scheme.

DEATH IN SERVICE COVER

Members of the pension scheme have life cover at x 2 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 12 noon on 26th January and interviews will take place w/c 5th February.

Please submit a completed application form (available on our website under 'Vacancies') as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager: wetenhallj@wycombeabbey.com



www.wycombeabbey.com