

JOB DESCRIPTION

Job Title	Chaplain
Department	Chaplaincy
Function	Academic
Reports to (Job Title)	Head Master
Location	Rugby School and Bilton Grange

JOB PURPOSE

Rugby School and Bilton Grange value their shared Christian ethos. The Chaplain will lead the Chaplaincy team and, in conjunction with the Head Master, take the lead in the establishment and maintenance of the spiritual and moral framework of the community. The role is universal in its outreach and clearly Christian in style, rooted in the doctrine and traditions of the Church of England. The duties include preparing and leading corporate worship, preaching, pastoral care and administration. The Chaplain functions as the Parish Priest for all those connected with the schools – children, families, staff and former students.

The two schools have strong teams of colleagues providing pastoral care, both routinely and in crisis. Chaplains share in supporting the wellbeing of all members of the community. However, the Chaplain's primary role is not to present Christianity as just another type of therapy, but to set forth, by worship, word and deed, the universal claims of the Gospel, and to foster the spiritual development of students and staff with integrity and imagination.

Potential candidates should familiarise themselves with the schools' websites, and are welcome to contact the current Chaplain, the Revd Richard Horner, rmh1@rugbyschool.net, or the Head Master, Gareth Parker-Jones, head@rugbschool.net, for an informal conversation.

For an insight into our style of corporate worship, see the many videos uploaded during the pandemic on the YouTube channel "Rugby School Chapel". The new Chaplain will have the opportunity to work with colleagues in bringing their own gifts and insights to the development of Chapel life, which is at the heart of the School.

For an insight into our Chorister Programme worship, visit <https://www.rugbyschool.co.uk/co-curricular/chorister-programme/>

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

A number of the role's key responsibilities are set by the nature of Rugby's Christian foundation as an educational charity in the Anglican tradition. The Chaplain will ensure the Christian and spiritual ethos of both schools is celebrated and woven within the policies and practices of the Schools. They will lead and direct worship at both schools. They will lead the Chaplaincy team and will work closely with the Head Master of Rugby School, Headmaster of Bilton Grange, the Director of Music and the Senior Management Team. The Chaplain plays an important role in the pastoral life of the School. They will be expected to get to know the students and staff. They will immerse themselves in the boarding environment, actively supporting the Housemistresses/Housemasters.

Other aspects of the role can be discussed at interview and the final job description will be tailored to the interests and experiences of the successful candidate. The Chaplain may teach an academic subject, play an active part in the co-curricular programme, or become involved in the School's extensive community service programme, Rugby 360.

The Chaplain will be joining a community, and while we are proud to maintain the highest professional standards, they will be taking on a way of life, not just a job.

Rugby School and Bilton Grange are Independent Schools situated in the CofE Diocese of Coventry. As an Anglican priest, the Chaplain will be required to hold Permission-to-Officiate from the Bishop of Coventry as a condition for the role, and to fulfil the CofE Safeguarding principles required for this.

PREPARING AND LEADING CORPORATE WORSHIP

There are two chapels at Rugby School and one at Bilton Grange. The current pattern of worship at Rugby includes morning worship for the whole school on three days each week, and a whole School service on Sundays which is followed by a simple service of Holy Communion for those who wish. Rugby has a superb culture of music in worship, rooted in the Anglican choral tradition. The music department organises Choral Evensong on four days each week. In recent years, BBC Radio 3 Choral Evensong and BBC Radio 4 Sunday Worship has been broadcast regularly from Rugby School Chapel. The Chaplain will be involved in preparing, leading and preaching at all of these services.

The Chaplain will work closely with the lay Chaplain at Bilton Grange. There will be the opportunity for the Chaplain to reset the pattern of worship at Bilton Grange, although Choral Evensong, sung by the Rugby Choristers at Bilton Grange will continue to take place twice a week.

Visiting preachers are an important and welcome part of worship at Rugby. The Chaplain is responsible for inviting and hosting such speakers.

DEVELOPING CHRISTIAN DISCIPLESHIP AND ENCOURAGING SPIRITUAL GROWTH

The Chaplain is responsible for creating opportunities for students and staff to explore the Christian faith and to develop the life of prayer and theological understanding, including preparing students for Baptism and Confirmation. Baptisms, weddings and funerals for staff and former students all take place from time to time.

The Chaplain will have a high degree of religious literacy and work closely with the other main religious leaders in Rugby, ensuring students of Muslim, Jewish, Hindu and other faiths receive appropriate spiritual support and guidance. The Chaplain will continue the School's close relationship with the local Roman Catholic Church, St Marie's. Priests from St Marie's take Mass regularly at Rugby School and prepare Roman Catholic students for confirmation.

PASTORAL

The Chaplain is expected to be visible in all the Houses and available to all members of the community, hence he or she does not have tutees and is not attached to a particular House. The Chaplain should be at ease mixing with all kinds of people and at a variety of School events and be comfortable in offering prayer in settings beyond Chapel service, such as saying grace at House meals. It is important that they are recognised and known by students and staff and are viewed as a valued source of support.

The Chaplain will work particularly closely with the Assistant Head (Houses) and the Housemasters and Housemistresses (Hms) at both schools. They will attend Hms' meetings, will meet regularly with the Assistant Head (Houses) and be a source of support for all pastoral staff.

The Chaplain will meet regularly with other senior pastoral colleagues, including the Heads of Safeguarding, the Emotional Wellbeing Lead, and the Deputy Heads. They will play both a proactive and reactive role in supporting the mental health and wellbeing of the School community.

TEACHING

The Chaplain may teach an academic subject, either at Rugby School or Bilton Grange.

The Chaplain will be committed to a holistic approach to education which values the integration of body, mind and spirit, encouraging students to flourish intellectually, artistically and athletically as well as spiritually.

CO-CURRICULAR

We are committed to a “Whole Person, Whole Point” ethos, and all staff are expected to contribute widely beyond the classroom. The Chaplain’s primary role will be in Christian ministry, but they are likely to play an active role in the co-curricular life of the School.

SAFEGUARDING

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. A colleague who joins us without having previous experience in schools will need to give special attention to the ways in which safeguarding in school might be different from that in other settings.

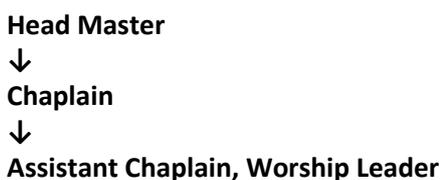
ACCOUNTABILITY AND SUPPORT

The Chaplain meets regularly with the Head Master, on a fortnightly basis in term-time. The School provides confidential pastoral supervision for the Chaplain six times each year. The Chaplain is expected to make private arrangements for the accountability and support of their spiritual life, such as meeting with a Spiritual Companion and personal retreat. An external network of support can be in The Independent Schools’ Christian Alliance (TISCA), which Rugby School is an Associate Member.

RELATIONSHIPS

Internal	The entire community, including students, teaching and non-teaching staff, parents and former students.
External	Visiting preachers, local CofE clergy and Diocese of Coventry; local ecumenical colleagues and faith leaders; Register Office.

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	<p>A university graduate.</p> <p>An ordained Anglican minister in priest's orders.</p>		<p>Production of the Applicant's certificates.</p> <p>Discussion at interview.</p> <p>Independent verification of qualifications.</p> <p>Commendation by the minister's current bishop or diocese.</p>
Experience	<p>Leading worship and preaching.</p> <p>Pastoral work in a Christian context, including pastoral care of children and young people.</p> <p>Have successfully completed a Curacy in the Church of England.</p>	<p>Experience of boarding school, either as student, parent or teacher.</p> <p>Experience of Christian ministry among young people.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p> <p>Preach a short sermon at interview on an imagined pastoral situation or biblical text provided in advance.</p>
Skills	<p>A competent and engaging preacher.</p> <p>Able to devise and lead worship which is traditional in style and engages the whole community.</p> <p>A competent and efficient administrator.</p> <p>Capacity to sustain personal prayer and spiritual life, to engage in ministerial development and manage personal wellbeing.</p>		

<p>Knowledge</p>	<p>Sound knowledge of the Bible and of Christian Doctrine within the Anglican tradition.</p>	<p>Knowledge of an academic subject and experience of teaching in a school or university setting.</p> <p>An understanding and appreciation of the Anglican choral tradition.</p>	
<p>Personal competencies and qualities</p>	<p>A cheerful, outgoing, approachable person.</p> <p>A self-starter and a hard worker, with stamina.</p> <p>A person who understands boarding school life and who enjoys being part of a community.</p> <p>A Christian of mainstream convictions, secure in her/his own faith and who enjoys engaging with those who think differently.</p> <p>Willingness to contribute in many areas of school life, including co-curricular.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviour.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>		