

Chaplain at The Peterborough School

The Peterborough School is an independent school providing education to enable pupils from Nursery to Sixth Form and beyond. The School became co-educational from September 2010. There are currently about 390 pupils in the Preparatory and Senior Schools. As a Woodard School, the life of the Chapel and the work of the Chaplain are most important. The Chaplain has pastoral responsibilities throughout the School. The Chaplain's responsibilities fall into two categories: leading worship and pastoral care. The Chaplain, working closely with the pastoral team and the leadership of the School, helps to ensure that the Christian foundation of the School continues to shape its character and community life. Through regular services, spiritual activities, and pastoral care, the Chaplaincy encourages personal growth, ethical development, and a sense of community.

The School is committed to a high standard of Christian collective worship in accordance with the tradition of the Church of England. All children attend weekly Chapel services, whether Christian, of other faiths or none.

A Eucharist service takes place regularly for pupils, enhanced by the Chapel Choir's singing. Prefects and Servers help the Chaplain in the administration of services and members of staff contribute to services. Outside speakers conduct services and preach in Chapel regularly.

There are weekly Assemblies taken by the Head and other senior members of staff. Hymns and prayers or contemplative periods form the main content of this Assembly, which may have a focus derived from any world religion or be of improving 'humanist' content.

Some Christian festivals are observed, including Harvest Festival services for Preparatory School pupils and a Christmas Carol Service for the whole School, including parents, Governors and friends. Senior School leavers also mark their departure with a Chapel service.

Pupils of other faiths are enabled to worship together at lunchtimes. There is a room available for Preparatory and Senior children of other faiths to use for worship.

About Woodard Schools (www.woodard.co.uk)

The School is a Woodard School. More information about the School can be obtained from the website, www.thepeterboroughschool.co.uk and the prospectus. Educating 30,000 pupils a year, Woodard Schools is one of the largest providers of education in the UK.

Its schools span the maintained and independent sectors, day and boarding, prep and senior schools, co-ed and single sex. From well-known public schools to inner city comprehensives and academies, Woodard Schools has a unique understanding of education within the UK.

Located across England and Wales, the Woodard Schools philosophy is simple. Academic success should be a given, with pupils benefiting from excellent pastoral care, support and opportunities that enable each student to grow into confident individuals prepared for adult life.

The Woodard Corporation is an educational charity, founded in 1848 by priest and visionary, Nathaniel Woodard. A product of the Oxford Movement and the Catholic revival in the Church of England, the founder's concern was to transform his contemporary society through the provision of quality Christian education informed by the sacramental tradition of the Church. The family of Woodard Schools today all share the founder's vision of a Christian education coupled with a belief in nurturing and enriching each individual. Woodard schools are forward-thinking, well respected, dynamic places of learning with dedicated staff and a warm and open culture.

A Woodard education values both the spiritual and moral development of each person – pupils and colleagues. Young people, and approximately 3,000 teaching staff, are from all faiths and traditions or none. They flourish in the rich, diverse culture of our schools and help reinforce the values of respect and diversity.

The Woodard family of schools provides many inter-school opportunities, the sharing of best practice and a strength and expertise within education.

Our pioneering heritage places much emphasis on leadership and management. From attractive, welcoming environments to modern facilities, Woodard schools offer a rich variety of extra-curricular activities, professional development and effective pastoral care.

May 2026

Chaplain at The Peterborough School

Responsible to: The Headteacher (for strategic and pastoral responsibilities) and The Woodard Senior Provost (for worship and chaplaincy matters)

Hours of work: Part-time: 3 days per week
(Full-time depending on teaching commitment)

Salary: Negotiable dependent on qualifications and experience

Functional Relationships with:

Headteacher
The Woodard Provost and Senior Provost
Senior Leadership Team
Head of Religious Education (or other Head of Department)
Bursar (for resources and health and safety)
Parents and wider school community

Function: The chaplaincy exists to serve the whole school community by offering a ministry of presence, compassion, and hope, rooted in the Christian faith and the Anglican tradition. Grounded in the School's Christian vision, the Chaplain helps create a culture where every person is known, valued, and loved, and where questions of meaning, faith, and purpose are welcomed. Through pastoral care, prayer, and worship, the Chaplain supports the spiritual flourishing of pupils and adults alike, while respecting the beliefs and backgrounds of all.

The Chaplain works alongside School leaders, staff, clergy, and families to ensure that the School is a place where faith is lived out through relationships, service, and the pursuit of justice, reflecting Christ's love in the life of the school and the wider community.

Job Description: Chaplain

The post holder's main briefs are to lead the spiritual development of the School community and contribute to the pastoral care of the School. Responsibilities include:

Leading worship

The Chapel occupies a special place in the School, for Christians and for those of other faiths and none, all of whom are made welcome there, in accordance with Nathaniel Woodard's vision of providing education of good quality, in a Christian context, to all.

- Supporting the Headteacher by planning the programme of collective worship, developing formal liturgies and ensuring that Church seasons are publicly and creatively celebrated;
- Providing ongoing support and resources necessary for the spiritual growth and development of each pupil;
- Delivering services in the Preparatory and Senior School. These services are managed and led by the Chaplain. He/she either preaches or hosts distinguished visiting preachers;
- Celebrating the Eucharist at specific times in the year, and sustaining the sacramental tradition of the school;
- Leading assemblies, formal acts of worship, and special services, such as Harvest Festival and Carol Services, Confirmation Service, Leavers' Service;

- Preparing candidates for Confirmation by the Bishop of Peterborough or his/her representative liaising with candidates' parents/guardians;
- Liaising with the Head of Music, whose work enriches services;
- Overseeing the development of the Chapel as a spiritual focus of the School, together with stewardship of its fabric and resources;
- Developing links with the local parishes, Deanery, Diocese and other local churches;
- Developing a collection of songs and music for worship suitable for use by pupils and staff;
- Enriching and developing the quality of collective worship, drawing on the creative gifts and resources within the community;
- Supporting tutor time reflections and developing a range of short informal liturgies/prayers appropriate for use by pupils and staff;
- Leading focussed Bible-study, teaching and discussion groups;
- Supporting the private prayer life and reflectiveness of each individual;
- Planning and organising a programme of retreats for groups of staff / pupils as appropriate;
- Encouraging and supporting the awareness and understanding of the practice of faith across the whole community.
- Liaising with the Headteacher, Provost and the Senior Provost over the development of the life of the Chaplaincy.

Pastoral Care

The School places particular emphasis on strong and sensitive pastoral care for each member of its community and their families. The Chaplain takes a strong lead in this, effectively acting as "parish priest" to the entire School.

- Being regularly available for private consultation and pastoral care in the Chaplain's Office;
- Visiting families at times of difficulty, such as bereavement or hospitalisation;
- Being a member of welfare and pastoral development groups;
- Providing individual support to pupils and staff, and a 'pastoral presence' providing support and nurture for members of the School;
- Contributing to the development of pastoral systems so that they reflect Christian principles;
- Channelling support and training volunteers from local parishes;
- Developing links with parents and outreach to the local community;
- Organising voluntary work for pupils;
- Liaising with the Headteacher and others, as appropriate.

Community and Partnership

- Be prepared to take a lead on other areas of the School's life that involve service, community engagement or matters of social justice, as agreed with School leadership.
- Participate actively in the wider life of the School beyond the classroom and chapel
- Build and sustain positive relationships with the local parish, clergy, and diocesan teams.
- Support the school's engagement with families and the wider community.
- Contribute to key school events such as festivals, transitions, and celebrations.

Religious Education teaching

Religious Education is taught throughout the School and full GCSE and A Level Religious Education courses are also offered to pupils. Depending on the experience of the candidate, teaching may be required in the Preparatory and Senior School. Teaching of another subject may be available depending on the qualifications and experience of the appointed person.

Given their wide-ranging responsibilities, the Chaplain does not have a tutor group. However, contribution to other aspects of the School's life is welcomed. There is scope for the role to develop in accordance with the strengths and interests of the successful applicant.

It is important to note that this job description is a guide to the work you will be required to perform. You may also be required to undertake such other comparable duties as the Headteacher requires from time to time.

This job description will be reviewed at least once each year. It may be subject to modification or amendment at any time after consultation with the holder of the post.

The Peterborough School is an equal opportunities employer committed to providing a safe and protective environment for the education of children. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

A Woodard and Society of Heads School

May 2026