

**JOB DESCRIPTION**

**Chaplain of Seaford College**

This job description and Seaford College’s employment policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

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

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

**Responsible to:** Headmaster and Governing Body

**Reporting to:** Headmaster

**Purpose:** To provide outstanding chaplaincy for the community of Seaford College

Seaford College has a strong Church foundation. Originally based at Seaford, East Sussex, the school temporarily moved to Worthing before it settled at Lavington Park, Seaford College, near Petworth. In 1945, Canon Charles Johnson was appointed Headmaster and made the Chapel the centre of the school community. Mr John Green, Headmaster since 2013 passionately wants to continue this ethos and is looking for an ideal candidate who is capable of leading chapel services and providing pastoral care for the Seaford community, pupils, parents and staff. Formerly the Chaplain had an official role within the parish of Graffham with Woolavington, St. Giles. Although moving forward a strong link will be maintained with Graffham, the main focus of this position will be as school Chaplain of Seaford College.

The Priest’s role falls into four main areas:

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|  | Worship* Responsible for organising and leading the School’s services. This includes the Prep school service on a Wednesday and the Senior school on a Friday. Also a boarders’ voluntary service conducted in the evenings.
* Responsible for preparing candidates for Confirmation.
* On an ad hoc basis assist with worship in the parish of Graffham with Woolavington.
* Occasional devotionals are led at All Saints on a Thursday evening to bring together the community.
* Occasional assistance at the local Primary School Federation, Graffham and Duncton takes place, and good links with the Federation exist.
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|  | Pastoral Care* The Chaplain will be expected to offer deep and readily accessible pastoral care to all pupils, teaching and non-teaching members of staff and all their families at Seaford. This leads the Chaplain into taking Baptisms, Weddings and Funerals for those with connections to the School.
* The Chaplain should expect to be turned to occasionally by colleagues for advice and support, and to be part of a Common Room committed to the care of the pupils. He/She will work closely with the Headmaster and will meet once each week with the Pastoral team about Pastoral matters.
* An element to this post is to continue the relationship established over the years between the school and the village. Assist and even to inspire events that will enrich this process and build up our common life together.
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|  | Teaching* The current Chaplain has taught GCSE and A Level Religious Education. There is scope to teach more should the candidate have capacity and ability to do so. Any subject would be considered.

Previously the Chaplain has been involved in sport coaching and this has built good relationships with the pupils, however other extra-curricular avenues are equally valid and encouraged depending on the candidates’ interests. |
|  | CharitableResponsible for the distribution of offerings and any charitable fund-raising activities. |

The post will require a dynamic and flexible approach. Key personal qualities are diplomacy, initiative, creativity and spirituality, allied with personal warmth and an engaging humanity. High levels of personal organisation and energy are also vital.

Accommodation may be available to the successful candidate as part of the remuneration package.

**GENERAL MATTERS**

To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required.