**The Department**

Chaplaincy Vision:

‘To ensure that the Christian faith and ethos remain at the heart of Sherborne Girls as the basis for providing the all-round, personal, broad and enriching education that develops the unique talents of every girl in a supportive community and sends them out to be an influence for good in the world.’

This role will involve assisting the Chaplain with the different aspects of chaplaincy throughout the school, including; providing pastoral support to pupils and staff, leading small groups of pupils in bible study and prayer and regular involvement in the evening and weekend programme of this busy boarding school.

This exciting new post offers an experience of Christian ministry in a full boarding school that builds on the skills of the applicant and offers opportunities to develop new expertise.

There is a Genuine Occupational Requirement for the job holder to be a practising Christian, this is essential for the credibility and performance of this role, the post holder will need a secure understanding of the Christian faith and ability to engage young people in faith issues.

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| Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.  There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School. | |
| **Job Description for**  Resident Graduate Assistant (Chaplain) | |
| **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.** | |
| **Summary of the Role:** | To assist the Chaplain with the different aspects of chaplaincy throughout the school, including; providing pastoral support to pupils and staff, leading small groups of pupils in bible study and prayer and regular involvement in the evening and weekend programme of this busy boarding school. |
| **Responsible to:** | The School Chaplain |
| **Main Duties and Responsibilities:**  **Residential Commitments:** | * Support the Chaplain in promoting Spirituality and Faith within the School. * Support those students and staff who wish to develop their Christian Faith. * Plan, prepare and lead a year 7/8 bible group * Work with and support the Chaplain, staff, and pupils to prepare and potentially deliver formal and informal Services in both School and Sherborne Abbey * Develop and deliver initiatives in boarding houses to broaden opportunities for girls to engage with spirituality and faith * Assist the Chaplain in supporting and preparing pupils for Confirmation including leading some sessions within Confirmation classes * Assist with pastoral care and outreach through student bible studies and evening prayers within the Boarding houses * Develop a digital presence for Chaplaincy at Sherborne Girls including, Twitter, Instagram etc * Residential tutor in boarding house with pastoral duties * Support teaching in lessons of specialism and/or co-curricular activities (e.g., music, sport, Drama) * Support the organisation of Christian worship, establishing the ethos of Sherborne Girls * To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality * To contribute to overall ethos and work of the School   **Other opportunities, dependant on own interests/skills:**   * Development of a youth worship band * Accompany certain school trips * To participate and become involved in local outreach projects * To develop relationships with a local church/schools   All residential assistants live in one of the School’s boarding houses and have an important role as part of the pastoral team. Specific duties in the House include:   * Being on duty two weekday evenings per week, (6pm-11pm) and duties on a Saturday evening, on rotation with the resident team (usually one Saturday night per month) * Support House events/functions such as Christmas parties, parents’ socials, new girls’ tea, taster days, Speech Day etc. and help with the organization of these events * Attend House team meetings (normally weekly) * Dine in the boarding house when on duty, alongside the pupils, supervising the in-house dining (on a rotation) * Support the HM and House staff team in the daily running of the House * Be approachable and available to pupils who might seek staff out for advice or comfort (being sure to keep the Housemistress/master (HM) informed of relevant developments) * Establish a presence in the house to ensure that prep is carried out quietly and effectively and that bedtimes and house rules are adhered to * Support the HM and maintain clear lines of communication with them and the House team * Be prepared to respond to emergencies to do an extra duty or cover due to illness or absence, or respond to a pupil’s needs when necessary * Attend pastoral INSET training as appropriate * Following training provided by the School, be familiar with fire drills, medicines and general security within the house   *No list of duties can hope to be exhaustive; all members of staff are expected to undertake duties reasonably requested by the Headmistress.* |

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | * Degree level qualification * A Practising Christian | * Have experience of leading small groups of young people in prayer or bible studies |
| **Skills and Abilities** | * Secure understanding of Christian faith * Ability to work well in a busy boarding school environment * Able to communicate effectively * Able to nurture and support young people * IT Literate | * A willingness to stand up in front of groups of young people and staff to lead services and speak * Experience in leading worship |
| **Personal Attributes** | * The ability to work using your own initiative and as a part of a team * Committed to personal prayer and worship * Approachable and kind * Able to encourage wider general participation in prayer and worship * Flexibility and adaptability * Willingness to undertake additional duties and responsibilities that may arise * Committed to the values and culture of the School * Organised, proactive and calm under pressure * Open-minded, imaginative and persuasive * Resourceful and resilient * Ambitious to secure the highest standards | * Committed to continuous professional development |

**Additional Information**

**Hours of work:** Full time

**Salary:** £12,000 per annum

**Contract:** One year

**Accommodation:** This post comes with accommodation within the boarding house, with meals provided during term time. As this is a residential post, the member of staff is expected to be resident in the house throughout term time. Permission to spend evenings away from the boarding house should be sought from the HM, excluding allocated weekends off. A full programme of induction will be provided to ensure that the residential member of staff is fully aware, and comfortable with, the School’s Safeguarding procedures and the daily routines of the boarding house. 

**Pre-employment checks and Probation:**

The successful applicants’ appointment will be subject to successful completion of a probationary period and full pre-employment checks.

**Benefits:**

* Membership of the School’s pensions scheme
* Free onsite parking
* Free lunches provided during term time

**Application Process:**

* + The closing date for applications **9am, 16 April**