



Rendcomb College Chaplain - Job Description

Post Title: Chaplain
Reporting To: Head of College
Term: Initially 5 years with an opportunity to extend

Approx. 18 hours per week (with potential for flexibility), term-time only, permanent, House for Duty

Overview

The role of the Chaplain is to lead the formal and informal expressions of Christian ethos within the school and support the spiritual life of the school community.

The Role

There are four common elements to the role of a Chaplain at Rendcomb:

- Leading worship: leading and resourcing the worshipping life of the school;
- Pastoral: supporting staff, pupils, wider family and community;
- Spiritual: providing opportunities for spiritual development for the school community in a variety of ways;
- Liaison: continuing to strengthen links between the College, the Village and the local Church of England benefice including by playing an active role on the PCC and potentially leading public worship at up to ten services per annum, (but this can be discussed at interview;)

The Chaplain is employed to support both individual students and the school community as a whole through pastoral care. The Chaplain can play a public role in a school community by leading acts of worship, and also take on a less visible role, focusing on helping students undergoing emotional or spiritual problems.

Main Duties

Leading Worship

- To lead weekly non-denominational Chapel services and encourage and develop others to do so as required. Currently, the School has three, short, weekly services in the historic Parish Church of St Peter's Rendcomb (Juniors 7-11; Lower School 11-15 and Upper School 16-19 and one weekly assembly for KS1 4-7;)
- To lead all formal acts of worship for all services within the school, including Harvest, Remembrance, Carol Services and Leavers' Services;
- To liaise with the Director of Music regarding provision of music for services;
- To lead and prepare pupils for confirmation, when required;
- To oversee and direct the work of the chapel prefects;
- To enable pupils of other faiths and none to have access to appropriate worship and teaching;
- To be responsible for the Chapel rota and Calendar;



- To create opportunities for the Chaplain to talk to the school on matters of spiritual, religious or moral significance, recognising all faiths.

Pastoral

- To provide a pastoral presence within the whole school community;
- To provide support and guidance to the Heads of both Junior and Senior Schools;
- To attend Governors meetings and other management meetings on occasions as required;
- To be available for pupils, parents and staff at times of difficulty such as bereavement or long term illness.
- To be available in the houses for conversations with the pupils and staff to include regular visits to Houses in the day time;
- To attend Houseparents' meetings as required;
- To ensure that any issues are communicated quickly, professionally and sympathetically as appropriate;
- To provide individual support to identified pupils and staff as appropriate;
- To contribute to meetings in a creative way, particularly with an SMSC focus in mind;
- To take an active interest in the wider life of the pupils at Rendcomb, supporting, where able, their co-curricular interests;
- To perform evening duties/ lunch / break duties as required.

Contribution to teaching and learning

- To support the activity program including supporting the flourishing bell-ringing team
- To attend parents' evenings, where required.
- There *may be* opportunity to do some teaching for the right candidate and this can be discussed at interview.

Liaison

- To take an active interest in PCC matters;
- To nurture the strong links between the College and the Diocese, in particular with the Churn Valley Benefice and Cirencester Parish Church;
- To investigate citizenship opportunities for pupils and staff within school and local community.

Additional Requirements

- To assist with marketing the school by means of interacting with Open Days, new pupil taster days, open evenings etc;
- To demonstrate a strong commitment to Rendcomb's ethos, aims and aspirations.

There may also be a requirement to fulfil any wider duties as requested by the Head of College.

Essential Requirements

The successful applicant will:

- Be an ordained priest (in the Anglican Church) qualified to hold the Licence of the Bishop of Gloucester.
- Be sensitive to the understanding and needs of young people;
- Be focused and determined to complete a task or action;
- If teaching a subject, hold a degree in the related subject;
- Have highly effective communication skills with both young people and adults;
- Be able to demonstrate stamina, confidence and integrity when faced with difficult issues;



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- Demonstrate leadership and personal responsibility and show good and clear judgment in a range of situations;
- Be both a good team member and a self-starter, able to distinguish and develop talents in others;
- Be adaptable, compassionate, flexible and resourceful, while having a capacity for good sense and good humour.

Remuneration

The successful candidate will receive year-round use of appropriate property in Rendcomb village, free from rent, Council Tax and utilities' charges.

Application process

Application forms and further information are available through the vacancy link on our school website [here](#).

The deadline for applications is **12 Noon on 7th April 2023**.

Interviews for this position will take place on **Tuesday, 25th April** at Rendcomb College.

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

[Rendcomb College is an equal opportunities employer](#)

