



# Lady Margaret School

School Chaplain

Application Pack







## Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of School Chaplain at Lady Margaret School.

Founded over 100 years ago, the school has a proud and successful heritage in educating girls. Following our centenary year, we are now looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a School Chaplain to be part of shaping that future, to build on the great strengths of the school, and to nourish and develop our Christian ethos, which is at the heart of our school.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2019 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other in delivering a rich and exciting education. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson  
Headteacher



# School Chaplain

0.6 FTE (three days a week), term time only

SO2 £17,127 - £17,750 per annum

April or September 2020 start, permanent position

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2019, 91% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2019 63% of grades were A\*-B. Students at LMS have an excellent record of securing offers from top universities.

We are looking for a talented and enthusiastic professional to join us as School Chaplain from April or September 2020. The successful candidate will be well-qualified, experienced and ready to take on a leadership role in our community. This position is open to both ordained and lay candidates, however our main priority is to appoint a candidate who will lead, nurture and inspire our students in their journey of faith. We would be willing to consider a shared position with a parish church.

Closing date for applications: Tuesday, 25th February 2020

*On Wednesday 26<sup>th</sup> February our school service for Ash Wednesday will be at St. Dionis Parsons Green. Applicants for the position of School Chaplain are welcome to join us for this service and to meet with the Headteacher afterwards. If you wish to join us, please contact Mrs Gainham in advance to confirm arrangements.*

Interviews will be held on: Tuesday, 3rd March 2020

For further information about this position, and an application form, please refer to our website ([www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)), contact Mrs Wendy Gainham by email ([recruitment@ladymargaret.lbhf.sch.uk](mailto:recruitment@ladymargaret.lbhf.sch.uk)) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.





# Chaplaincy at Lady Margaret School

Our school motto, 'I have a goodly heritage', is from Psalm 16 and is at the heart of our work at Lady Margaret School. Our Christian ethos is a vital part of our identity and our purpose. Please see the link to our most recent SIAMS inspection from December 2016:

<http://ladymargaret.lbhf.sch.uk/publications>

As a school, we aim to give all our students a 'goodly heritage': an exceptional education, a wide range of opportunities and extra-curricular activities, and a chance to contribute to and be part of a strong community.

As a Church of England academy, we are both rooted in our Christian faith, and reaching out to everyone. We encourage an understanding of the meaning and significance of faith, and our Christian values underpin how we work together as a community.

## Aims:

- To provide an exceptional education, with outstanding Teaching and Learning

- To develop our students into confident, curious and compassionate young adults

- To develop a staff team who model high expectations and who work together and support each other

- To sustain the financial stability of our school

- To sustain and develop our Christian ethos, as a community rooted in our faith and welcoming to all

We aim to offer a safe, inclusive, caring and intellectually demanding environment to enable all our students to benefit from an outstanding secondary education. To this end we will:

- Help students to develop Wisdom: to develop lively and inquiring minds, to develop the ability to question and to articulate ideas rationally and clearly

- Develop our students into curious and confident learners who are resilient and resourceful in their approach to education and to life

- Ensure that our curriculum is both accessible and challenging for everyone, enabling each student to develop her best qualities in mind, body and spirit and help her to make excellent progress thereby fulfilling her potential

- Ensure that students are able to participate in a wide range of opportunities beyond the classroom, including clubs and trips, so that we broaden students' horizons and open opportunities and pathways for all, giving students Hope and ambition for the future

- Promote understanding of our social, economic and political context, both locally and globally, helping students to approach 'big' questions and problems with a reasoned set of attitudes, values and beliefs and a commitment to both Justice and Friendship



# Chaplaincy at Lady Margaret School

Promote among our students an awareness of community and society and help them to show concern for the environment, to value God's Creation

Promote knowledge and understanding of other cultures, religions and ways of life

Support the development of the well-being of every member of our community, helping each girl to develop a sense of self-respect and self-worth in a school characterised by Trust, Compassion and Service to our community

Now into our second century, our development priorities for 2019-20 are:

To sustain recent changes in order to maintain excellent progress for all , including those in disadvantaged groups, at each key stage

To support the well-being of all members of the school community

To support the professional development of our staff team

To maintain our financial stability

Our school development plan, our school policies, how we work together and how we teach and learn, reflect how we 'live well' together as a community.

Our Collective Worship frames and shapes each school day. We start the day with main assembly in the hall, led by senior staff or by members of our local clergy team. Registration at the end of the day finishes with The Grace, said in every form room across the school. There is a programme of resources for Tutor Group worship for days when there is no main assembly. We have regular church services and strong links with our local churches, particularly St. Dionis Parsons Green, St. Matthew's Fulham and All Saints Fulham. We have a staff prayer group that meets each week and a parents' prayer group that meets each month. Staff from a range of departments are involve in leading our student Christian Union and we have strong support from local youth workers.

## Working Hours and Flexible Working

The role of School Chaplain at Lady Margaret School is advertised as a part-time role at 0.6FTE, 21.6 hours, to be worked over three days a week during the term time only. There is, however, some flexibility with this position. For example, it may be possible for the appointed candidate to work part-time at Lady Margaret School as School Chaplain and to work part-time in a parish role. We are aware that a number of local parishes are interested in offering a part-time post to fit with the Lady Margaret School Chaplaincy, that would in turn make up a full-time post. We would be open to discussing how to make a shared position with a parish church possible and, indeed, this may be an interesting way of growing further our links with local parish churches. This position is open to both ordained and lay candidates, however our priority is to appoint a candidate who will lead, nurture and inspire our students in their journey of faith.



## Job Description — School Chaplain

**Job Title:** School Chaplain

**Reports to:** Headteacher

**Overall Responsibility:** The promotion and development of the school's Christian ethos

**Start date:** April or September 2020

**Hours:** Part-time, 0.6FTE

**Salary:** SO2 £17,127 - £17,750

**Disclosure level:** Enhanced

### Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced criminal record and background check

### Line Management Responsibilities:

None, although the role does involve working closely with Heads of Years and the Senior Leadership Team, Student Chaplain(s) and Student Worship Representatives, the Head of Religious Studies and the Director of Music.

### Aim and Main Purpose of the Job:

- To support staff and students to enable them to flourish in a community in which all can live 'Life in all its fullness' (John 10:10) and in which all are valued and loved.
- To enable students to encounter, understand and experience Christianity as a lived faith.
- To promote the school's Christian ethos as a Church of England academy.
- To plan and lead the whole school Collective Worship Programme.
- To work with local clergy/church links in planning and leading school services.
- To give pastoral and spiritual support to staff and students.
- To lead groups and activities which will support and grow the faith of students, e.g. Christian Union.
- To coordinate whole school charity initiatives, inspiring students to be courageous advocates both within the school community and beyond.

### General Responsibilities:

#### 1. Strategic Planning:

- To organise and lead school services, e.g. for the School Birthday (September), Advent, Christmas, Ash Wednesday, Easter and Ascension Day and end of academic year.
- To work with clergy at our local churches, developing links already established.



## Job Description— School Chaplain

- To plan collective worship rota for whole school assemblies and year group assemblies.
- To invite a range speakers to lead worship.
- To write and circulate 'Thought for the Week' for tutor group-based worship.
- To support staff and students with delivering collective worship.
- To support the Senior Leadership Team in shaping the vision for the school.
- To evaluate collective worship and the impact of the school's Christian character on the community as a whole.
- To work with colleagues in preparing Lady Margaret School for future SIAMS inspections.

### 2. Pastoral

- To use our school motto, 'I have a goodly heritage', to support the personal development of all students at LMS.
- To create a referral system for staff to refer students to the School Chaplain so that pastoral meetings can be arranged.
- To offer pastoral support to all members of the school community, staff and students.
- To support the well-being programmes at each key stage.
- To attend and participate in Inclusion Meetings.
- To work with Heads of Years to support students at each key stage.
- To support a culture of forgiveness and reconciliation throughout the school community.

### 3. Spiritual

- To set aside specific time in the week in the Chapel for staff and students to drop in with the purpose of discussion.
- To facilitate events and groups for students in the Chapel.
- To facilitate space in the chapel for private worship and prayer every day for a short time before and after school.
- To provide an opportunity for staff and students to experience spiritual retreat.

### 4. General

- To comply with the School's policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To attend training courses and relevant meetings as required.
- To undertake other tasks that may be reasonably requested by the Headteacher.
- To be responsible for own career development and to undertake training as appropriate for the further development of the post.





## Job Description—School Chaplain

### Notes

- This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
- The School Chaplain will follow the Performance Management process in place for support staff and will be line managed by the Headteacher.
- Staff are required to be professionally presented at all times.
- Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.





## Person Specification—School Chaplain

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>Qualified to at least degree level</li> <li>Ordained</li> <li>If ordained, a person in Holy Orders in the Church of England who is in Good Standing.</li> <li>Further professional qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of liaising with clergy from a range of Anglican contexts</li> <li>Experience of establishing positive relationships with students and colleagues</li> <li>Experience of preaching to young people</li> <li>Excellent communication, planning and organisational skills</li> <li>Experience of pastoral support/counselling</li> </ul>	<ul style="list-style-type: none"> <li>Experience of having worked with clergy to organise liturgy</li> <li>Experience of working with young people from a range of backgrounds</li> <li>Experience of working in a school context</li> <li>Experience of pastoral leadership</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An understanding of the ways children learn and how individual pastoral needs may be assessed and met</li> <li>Good knowledge of current educational developments and the SIAMS Schedule introduced in 2018</li> <li>Good working knowledge of relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>Actively informed of developments in chaplaincy work, and of broader developments at local, national and international levels.</li> </ul>
<b>Skills/ characteristics</b>	<ul style="list-style-type: none"> <li>Having a genuine personal Christian faith and a passion to support others. This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010.</li> <li>A communicant member of the Church of England</li> <li>Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.</li> <li>The ability to develop positive relationships with all young people and be proactive in all aspects of the role</li> <li>Well-developed planning &amp; organising skills including time management, prioritisation and administration.</li> <li>Ability to plan, monitor, evaluate, review and lead by example.</li> <li>Sound judgement and problem solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>Competent user of ICT</li> </ul>



# Person Specification—School Chaplain

Motivation	<ul style="list-style-type: none"><li>• Willing to support LMS school ethos as a Church of England school</li><li>• Willing to be fully engaged in the whole life of the school including extra-curricular activities.</li><li>• Committed to working collaboratively with colleagues.</li><li>• A commitment to the safeguarding and welfare of all students.</li></ul>	
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