



# SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2027.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne Boys** is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

**Sherborne Girls** is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

**Sherborne Prep** is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

**Hanford Prep** is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

**Sherborne International** is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

## **JOB DESCRIPTION**

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

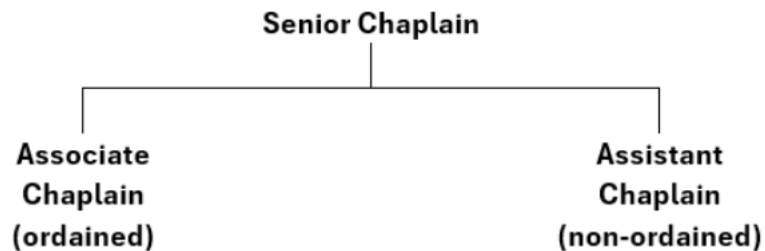
Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **ASSOCIATE CHAPLAIN (PART-TIME)**

#### ***Principal Role***

We, the Sherborne Schools Group (SSG) are proud of our Christian foundation, ethos and values, which underpin our education and community life. We recognise and celebrate the diversity of cultural backgrounds and beliefs of those within our schools and seek to explore spirituality, Christian faith, ethical living and big questions of life together in a spirit of mutual respect, open enquiry and reflection.

The Associate Chaplain will work closely with the Senior Chaplain, Assistant Chaplain and wider Chaplaincy team to help develop the spiritual life of SSG and promote the pastoral welfare of the SSG community, alongside the Pastoral teams (Deputy Pastorals, HMs and Matrons, nurses, Wellbeing leads, counsellors,). They will lead some services and acts of Christian worship in each school and Sherborne Abbey and, with the Senior and Assistant Chaplain work with staff and pupils to encourage participation, nurture spirituality and develop character education. The Associate Chaplain will be an ordained minister within the Church of England.



- Primary Location:** Sherborne Girls and Sherborne Boys  
You may be required to work at other schools or sites within the Group to meet the needs of the business.
- Reporting to:** Senior Chaplain
- Hours of Work:** 8 hours per week.  
Flexibility in hours will be required on occasion to meet the demands of the post.

## **Core Responsibilities**

Whilst every effort has been made to explain the main duties and responsibilities for this post the following list is indicative rather than exhaustive. The successful post holder would be expected to help develop and shape this role during their tenure.

The Associate Chaplain will:

- Work with the Senior Chaplain, staff and pupils to help prepare, organise and deliver weekly Prayers / Junior Chapel, formal and informal services including Eucharist, across the Schools and in Sherborne Abbey.
- Support the smooth running of all such events through communicating effectively with the wider chaplaincy team, pupils, staff and Abbey team.
- Design and produce service sheets, working in conjunction with the Music departments.
- Devise bible teaching schemes.
- Teach the bible and develop age-appropriate bible studies and prayer groups across SSG.
- Support Confirmation preparation for pupils.
- Liaise with visiting preachers for services and occasional School Prayers.
- Develop awareness of pupils of other faiths and support them in their needs, including those attending Mass at the Catholic church.
- Deputise for the Senior Chaplain as required
- Conduct occasional marriages, funerals and baptisms when required.
- Support pupils, their parents and all staff at times of particular stress and distress, especially bereavement.
- Lead, encourage and develop pupil participation in all aspects of chaplaincy in the schools.
- Give input into the annual Chaplaincy Development Plan
- Support the Chaplain with administration and resources as needed.

## **Pastoral Support**

### **The Associate Chaplain:**

Is an important pastoral figure within the Group and is expected to:

- Promote spirituality, Christian faith, teaching and values in an inclusive way across the schools.
- Get to know and remain in contact with pupils and staff.
- Meet regularly with the Senior Chaplain and wider chaplaincy team.
- Attend full staff meetings and any other meetings that may be appropriate
- Visit Houses on a regular basis for meals or other occasions.
- Provide pastoral and spiritual support to pupils and staff through individual care as part of the Chaplaincy team.

### ***Other responsibilities***

- Undertake any other reasonable duties as required by Senior Chaplain, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Senior Chaplain.**

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<p>Be ordained within the Church of England, regularly attending church, growing in their faith and committed to prayer, bible study and theological reflection and learning.</p> <p>Have experience of leading services, preaching and conducting weddings, funerals and baptisms.</p> <p>Hold PTO (Permission to Officiate) from their local Diocese.</p> <p>Have experience in leading young people in bible studies, faith discussions and prayer.</p> <p>For teaching roles: Be a qualified and experienced classroom teacher with pastoral experience of working in an independent boarding school environment.</p> <p>Be able to encourage a spirit of mutual respect, enquiry and learning among pupils and staff in discussions and reflections on spiritual, moral and social themes.</p>	<p>Hold a counselling qualification or be able to demonstrate significant understanding and experience of counselling practice.</p> <p>Be a qualified and experienced classroom teacher.</p> <p>Trained in safeguarding.</p> <p>Previous experience of working in a boarding school or residential setting.</p>
<b>Skills and abilities</b>	<p>Able to demonstrate a genuine, relevant and strong faith which enthuses and inspires others from a range of different backgrounds.</p> <p>Pastorally sensitive, open-minded, accountable and trustworthy, with a high level of</p>	

	<p>emotional intelligence and empathy.</p> <p>A good communicator who is able to relate naturally and easily to young people and create safe spaces to discuss matters of spirituality, questions of life and faith.</p> <p>Ability to appreciate, engage with and value the different beliefs, perspectives and lived experiences of others.</p>	
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**Training Requirement for the Associate Chaplain – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

**Contract:** Part-time – approximately 8 hours a week, term time only – non-teaching contract  
 Full-time - if combined with a teaching post, when a remission of 0.3 will be provided.

The post holder whether they are on a teaching contract or not may be required to work on some of the bank holidays if they fall within term time.

**Salary:** Competitive - depending on skills and experience. Salary paid monthly in arrears direct into nominated bank account.

**Holidays:** The postholder will be able to take all other School holiday periods as holiday. Holiday cannot be taken during School term time. You will be required to work on any Public Holidays during term time when the School is working, for which you will be given a day off in lieu.

**Pension:** The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a two-term probationary period.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/ References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

## **Benefits**

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

