



SURBITON

HIGH SCHOOL

Job Description

Job Title:	School Chaplain
Job Purpose:	To lead the spiritual development and growth of the School and to offer support to pupils and staff
Reporting Line:	Senior Vice Principal
Start Date:	January 2022
Tenure:	Permanent, Part time (2½ days per week, 38 weeks of the year)
Salary:	United Learning Pay Structure

Key Responsibilities:

Leading worship

- Supporting the Principal by planning the programme of collective worship, develop formal liturgies and ensure that church seasons are publicly and creatively celebrated
- Providing ongoing support and resources necessary for the spiritual growth and development of each pupil
- Celebrating the Eucharist for the Senior School
- Leading assemblies, formal acts of worship, and special services, such as Harvest Festival, Founders' and Carol Services, Confirmation Service, Leavers' Service across the Senior and Preparatory Schools
- Preparing candidates for Confirmation
- Developing and strengthening links with the local parishes, Deanery, Diocese
- Supporting tutor time, Friday Reflections and developing a range of short informal liturgies/prayers appropriate for use by students and staff
- Leading focussed Bible-study, teaching and discussion groups
- Supporting the private prayer life and reflectiveness of each individual
- Encouraging and supporting the awareness and understanding of faith practice across the whole community

Pastoral Care

The School places particular emphasis on strong and sensitive pastoral care for each member of its community and their families. The Chaplain takes a strong lead in this, effectively acting as "parish priest" to the entire School, and the responsibilities include:

- Being regularly available for private consultation and acting as a listener
- Visiting families at times of difficulty, such as bereavement or hospitalization
- Weekly meetings with the Senior Vice Principal
- Providing individual support to students and staff, and a 'pastoral presence' providing support and nurture for members of the School
- Contributing to the development of pastoral systems so that they reflect Christian principles
- Developing links with parents and outreach to the local community
- Liaising with the Principal and others, as appropriate
- Carrying out any such duties as may be reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications, experience and key skills

- The person appointed may be an ordained Anglican priest, reader or a lay person
- Although experience of working with children and qualifications are desired, the intention is to appoint the right person who will form a central part of the Surbiton community
- Committed Christian able to relate to faith in everyday life; (*this is a genuine occupational requirement under the Equality Act*)
- Able to understand the complexity of working in a school and sensitive to the need to work together in the interests of students
- Unconditionally welcoming of all faiths and none, at ease with working with students and staff within an educational context
- Have a good sense of the Church's liturgy and be able to enthuse children and young people to take part in school worship
- Be committed to ongoing training and learning
- Able to exercise sound judgement in a wide range of situations
- An understanding of safeguarding in its broadest contexts, and its importance in a School environment
- Awareness of issues facing children/young people and how to engage pastorally with these issues
- Be a strategic leader for spiritual growth in the school, demonstrating an ability to create, manage and lead projects which meet the spiritual needs of young people

Personal Qualities

- Passion for the local community (including churches of other denominations)
- Emotional and relational intelligence
- Have a strong feeling of empathy towards the pupils
- Personal warmth to gain the confidence and trust of pupils, staff and parents
- Good communication and listening skills
- A confident and positive outlook
- A flexible and creative approach to solving problems
- The ability to interact with people and work as part of a team
- An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- High standards of personal presence and presentation and attention to detail
- The ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications: 8:00am, Monday 8 November 2021

Interviews to be held week commencing: 15 November 2021

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.