



Queen Mary's SCHOOL

CHAPLAIN

JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

Job Title:	Chaplain
Reporting to:	The Chaplain has a dual line of accountability: The Head of Queen Mary's School and the Senior Provost of the Woodard Corporation and: The Archbishop of York and The Bishop of Whitby
Job Purpose:	The Chaplain is a key pastoral figure in the school in promoting Christian values and leading the spiritual development of pupils and staff in line with the Queen Mary's and Woodard ethos. The Chaplain forms part of the pastoral team and works alongside it to provide the best care possible for our young people.
Key Criteria:	The Chaplain needs to be ordained in the Anglican Communion. To hold the Archbishop of York's licence or Permission to Officiate, and to continue to do so as a condition of employment. Requirement of a Clergy Current Status Letter (CCSL) from the appointee's present Bishop before the Archbishop can grant a new licence

THE ROLE:

- to teach and practise the Christian faith as both a system of belief and as a way of life and witness in line with the Queen Mary's and Woodard ethos
- to guide the school community into an awareness of the spiritual dimension of human experience and understanding and encourage exploration of such
- to pray for the people and life of the school
- to communicate in Chapel and in day-to-day school life the gospel and the Bible's teaching, including the moral components necessary for a wholesome life
- to plan Chapel services in consultation with the Director of Music and the Head and to prepare, once a year, candidates for Confirmation through weekly classes and a Confirmation Retreat as well as planning the Confirmation Service in consultation with the diocesan authorities
- if appropriate to teach Religious Studies
- plan and teach 'Chaplain's classes' (looking at various aspects of the gospel, the Christian faith and the Bible) for all year groups
- to plan and lead a Harvest Service and a Christingle Service (Autumn Term), a Mother's Day Service (Spring Term) and a Pet Service (Summer Term) to which parents and families are invited
- to plan and lead a Service on both Ash Wednesday and Ascension Day, when they fall in term time
- to plan and lead the annual Carol Service at Ripon Cathedral in consultation with the Director of Music and the Cathedral authorities
- to plan and lead a lunch time 'fun and Bible stories club' (God Squad)
- to meet regularly with the girls who are Chapel Officers
- to support and fully participate in the pastoral care of the school community (being available to staff, pupils and parents) in conjunction with the Head, the Deputy Head, the School Nurse, the Housemistresses and the School Counsellor. To attend the weekly Pastoral Meeting

- to plan and lead a Chaplain's Dinner (or similar function) once each term, including a short, after dinner speech on a Christian theme, probably by a visiting speaker
- to maintain links with the local Christian community and invite speakers for Prayers or Chapel Services from time to time
- to promote the ideals of Christian service (especially, though not exclusively, through the Archbishop of York's Youth Leaders Award)
- to lead a Parent Prayer Group and a Staff Prayer group
- to attend conferences for School Chaplains
- to be a friend and spiritual support to the Head

ESSENTIAL CRITERIA:

Candidates:

- The post is open to men or women of faith who are ordained by a church within the Anglican Communion.
- Applications are welcome from both current school Chaplains and serving clergy.
- Appropriate training will be provided and the school may also support any work towards relevant professional qualifications.

ADDITIONAL INFORMATION

This is an exciting opportunity for a gifted and motivated individual. The ideal candidate will:

- be able to exercise total discretion and uphold confidentiality, when appropriate
- be an excellent listener and committed team member
- have excellent organisational skills and attention to detail
- have exceptionally high standards of discipline and integrity
- be aware of the importance of Child Protection and Safeguarding of young people
- be prepared to undergo appropriate training as requested
- support the ethos of the School and broad education
- have a clear sympathy with the advantages of single-sex education
- be inspired by challenges and seek to set individual targets
- have energy, drive, enthusiasm and a positive manner

Terms and Conditions of Employment: **CHAPLAIN**

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Chaplain is appointed by the Senior Provost of the Woodard Corporation with the concurrence of the Head. The Provost who is ultimately responsible for the services in the Chapel is pastorally responsible for the Chaplain. The Chaplain is responsible to the Head in all matters of strategic development of the spiritual awareness at Queen Mary's
- Subject to enhanced DBS clearance and receipt of satisfactory references, the appointee will be required to complete a confidential pre-employment health questionnaire (and medical examination where applicable), the costs of which will be met by the School
- A salary to be negotiated will be paid for this role depending on experience and qualifications. Paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- This is a part time term-time role (Hours to be agreed, term time only, 34 weeks)
- The school offers a contributory pension scheme and staff may apply for up to 50% remission (pro-rata) on school fees for their own children
- The appointee will be expected to participate in an annual appraisal process
- The appointee is required to give the School two term's notice of his/her intention to leave this post
- The appointment is subject to a 3 month probationary period which may be extended following a performance review

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.

Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- *Strives for excellence in every endeavour*
- *Loves life and enjoys learning*
- *Nurtures spirituality and personal growth*
- *Respects individuality and embraces diversity*
- *Enhances character and builds resilience*
- *Creates independent young people*
- *Makes strong and lasting friendships*

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed pre-prep department and the main school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

Academic development is at the heart of school life, we offer an independent wide ranging curriculum, excellent teaching and a clear understanding of learning potential. With a combination of traditional and modern teaching methods, each pupil is encouraged to enjoy learning, develop her independence and succeed to the best of her ability.

The academic life of the School is overseen by the Assistant Head: Teaching and Learning and Heads of Department who ensure an up to date and challenging curriculum is in place. On-going relevant and measured assessment is essential and pupil progress is tracked to inform future teaching and learning goals.

Above all Queen Mary's believes that the learning process must be enjoyable and engaging. Teaching and learning are supported by a wide range of resources and extra-curricular activities. The ethos and values foster an enthusiasm for lifelong learning and encourage independence of thought. The children develop self-esteem, a wide range of knowledge and essential communication, study and life skills as they progress.

All staff are expected to contribute to the wider community of this successful school.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.