



## Queen Mary's SCHOOL

### Description of the School UT SERVIAMUS

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

More information about Queen Mary's can be obtained from our web site at:  
[www.queenmarys.org](http://www.queenmarys.org)

Owned by the Woodard Corporation, Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, close to Thirsk and the Hambleton Hills. 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.

We have a co-ed nursery and pre-prep department (currently one form entry in each year group) but the main school is for girls only and spans the age range 7 to 16. While we prepare a few girls for Common Entrance at 11, 12 and 13+, most girls stay on and study for their GCSE examinations with us, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition, and we have 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. The School has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos, promoting Christian education and high academic and pastoral standards. All members of staff are expected to be in sympathy with the aims and ethos of the School.

The school has a chapel dedicated to St. Cecilia, where regular services are held. The school has a strong choral tradition and the Chapel Choir lead the weekly Eucharist.

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.

### **Responsibilities:**

- 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
- to plan and teach 'Chaplain's classes' (looking at various aspects of the gospel, the Christian faith and the Bible) for all year groups, once a term
- 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.

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.

This appointment is in regulated activity.

Queen Mary's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, in accordance with the Children Act 1989. 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 and welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead and Head

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 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