



## ST. EDWARD'S OXFORD

### **APPOINTMENT OF SCHOOL CHAPLAIN** **SEPTEMBER 2018**

**Reports to:** Warden  
Deputy Head Academic (for teaching)  
Deputy Head Pastoral (for pastoral matters)

**Responsible to:** Warden

**Relates to:**  
Pupils  
Teaching staff  
Non-teaching staff  
Parents  
Wider community

#### **Introduction**

Founded in 1863, St Edward's is an independent, co-educational boarding school situated in North Oxford. There are presently 680 pupils, of whom 82% are boarders.

The School has a strong academic record. Pupils usually take 10 GCSEs/IGCSEs, with 62% of pupils achieving A\*/A grades in 2017. Only a few pupils will leave the School after GCSE, and around 45 pupils join our Sixth Form. In the Sixth Form, pupils study either A Levels or the International Baccalaureate Diploma Programme; in the current Lower Sixth the split is 40/60. In 2017, 80% of grades in Sixth Form exams were at the top end (A\*-B at A Level; Levels 5-7 in the IB). In the IB the average point score was 35. Over 95% of our leavers proceed to university and, on average, 5% of the year group are awarded a place at Oxford or Cambridge.

The School exists to provide an excellent all-round education to each individual in its care. In terms of ability, we encourage a broad intake (the Common Entrance hurdle is 55%). We aim for pupils to gain the best academic results of which they are capable but further develop learning behaviours (collaboration, communication, reflection, thought and resilience) that allow each individual to flourish beyond university. The co-curricular life of the School is rich and highly valued and plays a full part in School life. Pupils are expected to pursue a wide range of interests monitored by a Director of Cultural Activities and a Director of Sports and Activities.

The school week includes lessons on Saturday mornings, although leave weekends or exeats (which occur about every three weeks) usually begin at lunchtime on Fridays. St Edward's is a traditional boarding school with most boarders in school on Saturday night. The majority of day pupils stay until 9pm on weekdays in order to benefit from a boarding education. Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport, both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

### **Specific Information**

St Edward's roots lie in the Oxford Movement. The School was founded by the Revd Thomas Chamberlain in 1863 and was one of the first schools to seek to put the principles of the Oxford Movement into practice within a school context. Whilst there remains sensitivity to this tradition and vestments are worn, school worship now stands broadly within the more central traditions of the Church of England and we seek an inclusiveness that is affirming to those of all Christian traditions, as well as to those belonging to other Faith traditions and to those of none. On Sundays, boarding pupils must attend either the main act of Christian worship or a non-worship "Theme Service". The vast majority attend the former which is normally a Sung Eucharist, with choir. Each term the pupils are also offered the opportunity of participating in a more informal style of worship; in the Autumn term, we often have a café-style church in the Dining Hall, in the Spring term we usually offer a service in the school theatre (the North Wall) with a Worship Band, jazz group or this year a Gospel Choir, and in the Summer term the pupils all sit outside in the Quad for an outdoor service. Sung Evensong or Sung Compline is usually offered once a term as well. Indeed, there is a very strong tradition of excellent Choral singing at the school.

On weekdays each pupil would expect to attend chapel twice a week, once for Morning Prayer and once for Evening Prayer, and these services are held daily apart from Wednesday. This has to be done in rotation, because the school Chapel can only accommodate half the school at a time. On a Wednesday we offer a voluntary Candlelit Compline in the side chapel. We usually have two Anglican and a Roman Catholic Confirmation Service each year with around fifty candidates being confirmed in total. There is an extensive programme of preparation including retreats, evening pilgrimages to the Cathedral and a trip to a local church's Evening Worship. There are also special arrangements for services on the key holy days, particularly All Saints Day, Ash Wednesday and Ascension Day.

Other weekday events include the Christian Union (currently named EDGE – Every Day God Encounters); whilst overseen by the Chaplain, this is normally run by a committee of pupils.

The Chaplain leads a small Chaplaincy team currently consisting of an NSM Assistant Chaplain and a lay member of staff, the Head of Pupil Wellbeing; there is also an enthusiastic team of Sixth Form Sacristans who support the Chaplaincy Team. These pupils attend a training course before they are commissioned by a Bishop at the Schools' Commemoration of the Foundation of the School Chapel every November. There are major services to mark the beginning and end of each term, as well as special ones for new pupils and their parents and similarly the Leavers and their parents. There are also regular "Special Gaudy" services for former pupils. Baptisms, weddings, and, occasionally, memorial services and funerals, are an important part of the Chaplain's ministry.

### **Main tasks and responsibilities of the Chaplain**

- To take prime responsibility with the Warden for encouraging the formation and delivery of spiritual education in Chapel, through the curriculum, in the pastoral context and in every area of the School's life.
- To lead and organise the varied life of all that comes under the heading of "chapel", as outlined above.
- To take significant responsibility within the pastoral life of the School. To be available for the support of pupils, common room, support staff and all members of a very large school community. In addition to running the Chaplaincy Team the Chaplain is a member of the Pastoral Care Team which brings together the Medical Centre and the Counselling Team under the leadership of the Deputy Head Pastoral. The group meets every other week.

- To be a regular visitor in each of the boarding Houses.
- To contribute to the teaching of Religious Studies or another academic discipline. An appropriate level of timetable will be agreed.
- To be a member of the weekly Housemaster/Housemistress meetings and to contribute at senior management level as appropriate.
- To ensure proper links with local parishes and with the wider Church.

It is particularly important that the Chaplain builds strong relationships with the Warden, the Sub-Warden, the Assistant Chaplain, the Director of Music, the Organist and the sacristan team. It is hoped that the Chaplain will contribute to the extra-curricular life of the School in a way appropriate to his or her skills.

This post brings with it responsibility for a departmental budget and the supervision of the staff in the Chaplaincy team. The successful candidate will be responsible and accountable to the Warden.

The person appointed will have experience of working with children or young people. A proven ability to work as a member of a team and to contribute to the wider life of the School is also desirable.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

### **Person Specification**

- The person appointed will have a good degree from a recognised university, experience of working with children or young people, and, in most cases, a post-graduate teaching qualification.
- Whilst the Chaplain might identify him or herself within a specific tradition of the Church of England, he/she is required to be adaptable to the breadth of traditions which the Church of England encompasses; the school body is made up of staff and pupils who range from high church Anglo-Catholic to Charismatic Evangelical, as well as a substantial number of Roman Catholics. The Chaplain will also be Chaplain to all the faiths and will be required to facilitate attendance for pupils of other religions to their appropriate place of worship.
- The right candidate will be enthusiastic, highly motivated and an experienced classroom practitioner. Experience of teaching IB will also be welcomed. The person we are looking for will have a proven track-record of working well in a team, both as a leader and an equal.
- The Chaplain is expected to take full part in the general activities of the School. This includes a reduced teaching programme, the undertaking of certain communal responsibilities of supervision, encouraging and organising societies, clubs and dramatic productions, coaching games, and undertaking such other duties as the Warden shall indicate.
- Although all teachers are members of a Duty Team and have tutorial responsibilities for particular groups of pupils, The Chaplain is given a more flexible brief in order to be free to attend to a wide range of pastoral needs as and when they arise within the school community. The Chaplain should be aware of Health and Safety Regulations for any activities in which they participate, and of their obligations under the Children Act and Care Standards Act.

**Salary and Pension**

St Edward's operates its own pay scale and teachers are entitled to be members of the Teachers' Pension scheme.

**Other Benefits**

Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

**Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

**Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

**Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to teach a lesson and possibly observe a lesson and in turn give feedback to the Deputy Head Academic. They will also be given a tour of the School by a pupil. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Warden, preferably by email: [warden@stedwardsoxford.org](mailto:warden@stedwardsoxford.org).

Early applications are encouraged and application forms can be found on the School website:

[www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed or posted to [wardenpa@stedwardsoxford.org](mailto:wardenpa@stedwardsoxford.org) / the Warden, St Edward's School, Oxford OX2 7NN.

Closing date for applications is 12 noon on 26<sup>th</sup> February 2018.

### **PERSON SPECIFICATION – School Chaplain**

<b>Headings</b>	<b>Essential Qualities</b>	<b>Desirable Qualities</b>
Personal Circumstances	<ul style="list-style-type: none"> <li>• St Edward's is a full boarding school and a flexible attitude to working hours is vital</li> <li>• The ability to take part in the general activities of the school</li> </ul>	The ability to coach games
Personal Attributes	<ul style="list-style-type: none"> <li>• Confident public speaker</li> <li>• High standard of preaching</li> <li>• Ability to communicate at all levels, across all age groups and to all stakeholders of the School and wider community</li> <li>• High level of motivation, enthusiasm and creativity</li> <li>• Ability to maintain confidentiality</li> <li>• Excellent organisational skills</li> <li>• A willingness to carry out a variety of tasks</li> <li>• Excellent people skills – approachable and friendly</li> <li>• Commitment to communicating the Christian Gospel to 21<sup>st</sup> century young people</li> </ul>	
Educational qualifications	<ul style="list-style-type: none"> <li>• A good degree from a recognised university</li> </ul>	A post-graduate teaching qualification Exceptional classroom practitioner across the age and ability range
Skills, abilities and experience	<ul style="list-style-type: none"> <li>• A proven track-record of working well in a team</li> <li>• The ability to undertake a teaching programme</li> <li>• Good spoken and written English</li> <li>• Commitment to the use of current and emerging technologies</li> <li>• Ability to communicate easily, both orally and in writing to a variety of audiences</li> <li>• Ability to work under pressure</li> <li>• 3 year's minimum ordained experience</li> <li>• Wide pastoral experience</li> </ul>	Experience of teaching IB
Child protection	<ul style="list-style-type: none"> <li>• Commitment to the protection of children and young people</li> <li>• Willingness to work within the school's child protection guidance for staff and follow relevant organizational procedures</li> </ul>	