



WYCOMBE
ABBAY

Job Description – Assistant Chaplain (Lay or Ordained)

Aim: To contribute to the School's pastoral provision through the development of the Chaplaincy which involves assisting the Chaplain in the smooth running of all practical and administrative areas of Chapel life, providing excellent pastoral care, overseeing the Charity work within School and continuing to develop strong relationships with the local community.

Reports to: The Chaplain

Hours: Full time

Salary: £22,000 - £25,000. Depending on qualifications and experience.

THE ROLE:

The position is open to lay or ordained people, and would be particularly suited to a graduate who has worked in a school, church or Christian organisation and is seeking to be involved in Christian ministry on a longer term basis or possibly, in time, seeking ordination.

A priority of this post is the building of positive and supportive relationships with pupils and staff across the community and a willingness to be fully involved in the life of this full boarding school whether that be in the classroom, the sports field and/or co-curricular programmes. Being a visible presence at different times of the day and evening will be vital to achieve this.

This has the potential to be a residential post with accommodation provided throughout the year. The post requires weekly, evening and weekend commitments during term-time. There are long holidays at Christmas, Easter and summer in addition to half term leaves and exeat weekends.

KEY RESPONSIBILITIES:

- Assisting the Chaplain with the smooth running of all practical and administrative areas of Chapel life.
- Speaking and leading some Chapel Services during the week or at weekends
- Supporting the spiritual nurture of students through helping with Confirmation preparation and leadership of the Christian Union.
- Building positive relationships with pupils and staff.
- Supporting the pupils in their endeavours to fundraise across the school for charity, facilitating committee meetings and organising events.
- Offering pastoral support to those who seek it.
- Visiting the boarding houses on a regular basis.
- Ensuring the smooth running of services during the week and on Sundays, working with the student Almoners & Sacristans with the setting up and tidying of chapel and supporting a variety of pupil-led services.
- Contributing to Holy Communion & Special Services such as Remembrance Sunday.
- Developing and maintaining strong relationships with our local community.

Supporting Academic Staff:

- Possibly assisting in an academic department according to degree and A-Level subjects.

Extra-Curricular/Trips:

- Willingness to accompany School trips and help organise trips where appropriate.
- Ability to assist with extra-curricular activities, according to personal strengths.

PERSON SPECIFICATION**Specialist knowledge and experience**

- A committed Christian with some experience of Christian involvement and leadership in Church, schools or other context.
- This post would suit someone exploring a calling to ordination and further experience could be gained in the school holidays at the local parish churches.
- Ability to communicate in a thought-provoking way to the whole school community, many of whom are of different faiths or no faith.
- Ability to interact positively with and understand the needs of young people.
- Good knowledge of Microsoft Office Word, Excel, Outlook and willingness to acquire digital skills as necessary.

Personal Attributes

- Approachable to all in the School community.
- Sensitive to the beliefs of others and fully inclusive of all in the school community.
- Excellent communication skills and good humour with the ability to draw people with you.
- Concern for the spiritual, mental and emotional welfare of pupils and staff in a full boarding school environment.
- Motivated and enthusiastic.
- Able to work as part of a team with a flexible approach to workload, tasks and providing cover as required by the school.
- A willingness to be involved in the breadth of boarding school life.
- A life-long learner.

Using Initiative

- Able to take responsibility for own actions and move ideas and initiatives forward without direct supervision.

Communication

- Able to communicate very effectively, both verbally and in writing, adapting style to suit the audience.

Fact finding

- Able to retrieve and absorb information quickly.

Team Working

- Able to develop effective and supportive relationships with colleagues.
- Able to develop and lead teams of young people.

Planning and organising

- Proven ability to organise time effectively and prioritise workload. Able to organise events, trips and activities.

Resilience

- Proven ability to remain calm when faced with challenging behaviours or situations.
- Willingness to learn from mistakes and adapt.

Flexibility

- Successfully adapts to changing demands and conditions.

Influencing

- Able to convince others in a way that results in acceptance and behaviour change.

Special conditions

The post is conditional to an enhanced DBS check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.