Job Description for - School Chaplain

(At no less than £20k or stipend equivalent – The School is prepared to consider the extension of this role to a full time post for a suitable candidate)

Aim of the post: -
To lead the formal and informal expression of Christian ethos & worship at the school and to support the spiritual life of the school community.

Key responsibilities: -
- Lead in the development & use of whole school liturgy
- Contributing to the pastoral care of the whole school community
- Contribution to the teaching and learning
- Mission (Justice & Peace)
- Mission (Community Outreach)
- To support spiritual development of the school and its wider community

Key Tasks: -
Lead in the development & use of whole school liturgy
- Establish formal liturgies for use in senior Assemblies, year assemblies & form time reflections
- Lead formal acts of worship, including year communions, voluntary communions, thanks giving services etc
- Lead assemblies as part of the senior staff rota and contribute to end of term assemblies as appropriate.
- Support, monitor and oversee tutor time reflections
- Ensure that church seasons are publicly & creatively celebrated within life of the school (including in display, celebrations and electronic communications – e.g. website etc)
- Enrich and develop quality of corporate worship drawing on the creative gifts & resources within the school community
- Developing a ‘Twyford music collection’ of songs & music for worship suitable for use by students, parents & staff
- Developing a range of short informal liturgies / prayers appropriate for use by students, parents & staff.

Contributing to the pastoral care of the whole school community: -
- Provide individual support to identified students and staff as appropriate
- To provide a ‘pastoral presence’ within the school community
- Lead and manage specific group support programmes (such as bereavement groups, ‘Boys to men’, ‘Girl talk’ etc)
- To channel/train support / volunteers from local parishes as appropriate
- Work with the heads of Year/student Leadership team to provide peer mentoring for students as appropriate.
- Work with the ‘Active-citizenship’ team to develop opportunities for under motivated & disaffected students at the school
- To contribute to the development of pastoral systems so that they reflect Christian principles

Contribution to the teaching and learning
- Lead discussions within RE, PSHE and citizenship lessons where appropriate
- Review the School SMSC policy and maintain an overview of the schools formal & informal curriculum in line with this
- Make formal presentations to support the curriculum as appropriate

“John 10 v10
I have come that you might have life & have it to the full”

Jobs/School Chaplain/School Chaplaincy – Job Description
“I have come that you might have life & have it to the full”

John 10 v10

- Lead 2 of 6th form conferences per year (in collaboration with head of post 16 RE)
- Work with the Yr 11 citizenship co-ordinator to ensure that citizenship & RE are fully and creatively integrated
- To liaise with Assistant Headteacher (Teaching & Learning) over the use of the chapel as a creative learning space.
- Support focussed bible-study, teaching and discussion groups – including those run by TFG

Mission (Justice & Peace)
- Support the ALMA project within the school including charitable outreach to projects within Mozambique & Angola
- To identify creative ways that the school could support these projects
- To ensure that every school season is celebrated by consciousness raising relating to one World issue
- To set up and chair a ‘Charities Group’ to decide on school charities for the year & ensure effective communication & education regarding projects chosen
- To co-ordinate fundraising activities at the school
- To identify creative ways in which charities can receive support from the school e.g. Community Service Placements for senior students

Mission (Community Outreach)
- To maintain links with the local parishes, deanery and Episcopal area as appropriate
- To establish better links with the predominantly black churches to better support students from these churches
- To maintain contact with all feeder churches & pursue links as appropriate
- To identify areas of community service related to local faith communities which may be undertaken by the school or individuals within the school
- To make personal contact with each of the non-Christian religious referees identified in the student admissions process to gain a full appreciation of the faith backgrounds of Twyford students
- To provide support for particular youth outreach projects (e.g. Soul in the City)

To support spiritual development of the school and its wider community: -
- Lead the chaplaincy team
- Support the growth & development of the Twyford Fellowship group
- Develop additional student / staff groups as appropriate
- Plan and organise a programme of retreats for groups of staff / students as appropriate
- Oversee the development of the chapel as a spiritual focus of the school
- Encourage and support the awareness and understanding of faith practice across the whole school community
- Support the private prayer life and reflectiveness of the whole school community

"The responsibilities of chaplain are designed to be delivered as a part-time position. We will be interested to discuss possibilities for full-time employment for a suitably qualified candidate who may contribute to the wider life of the school (e.g. as a teacher, providing support within the music department etc).

Alice Hudson
Headteacher

October 2008