



DEAN CLOSE FOUNDATION

Post:	Chaplain
Line Manager:	The Warden
Hours of Work:	Full time during school term time
Salary:	Salary on the Dean Close School teachers' salary scale
Location	Foundation-wide but primarily based on the Cheltenham schools' site

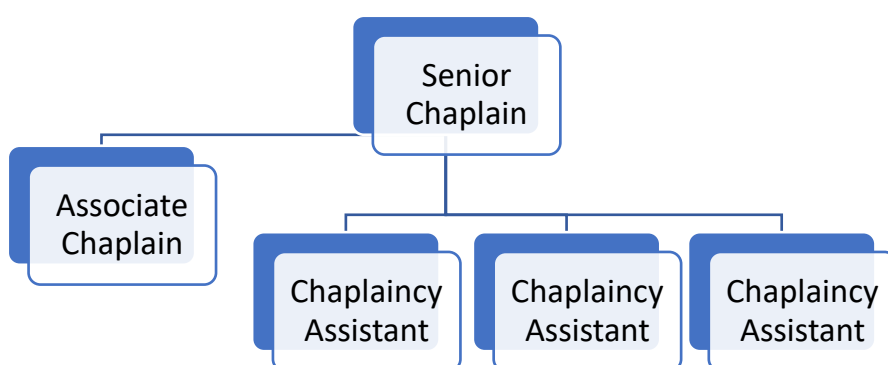
The Role

The primary role of the Chaplain is to be a vicar, first to the pupils, and then to the wider Dean Close community, to provide an example of Christ's love in action through services, group activities and pastoral support, and to ensure that the distinctive Christian culture of Dean Close is preserved, strengthened and maintained into the future. This will involve leading a team of committed teachers and graduate assistants to serve the many constituent members of the Foundation, from pupils and staff to parents, Trustees, and alumni.

No one individual will have all the skills and qualities required from the Chaplaincy, which is why it is vital that the Chaplain is a good team-builder, capable of identifying and encouraging the gifts of others as well as of providing a clear, unambiguous lead in the Christian life of the schools.

The Chaplain plays an important role, alongside other staff with pastoral responsibilities, in the care and promotion of pupils' well-being. Developing a close relationship with the pastoral lead in each school, as well as with Health Centre staff, is therefore important.

The Team



The **Senior Chaplain** has overall leadership of the chaplaincy team and reports to the Warden. He/she is Chaplain to Dean Close School (13-18) and provides chaplaincy support for Dean Close St John's School (3-13) and the Little Trees nurseries on an ad-hoc basis. The Chaplain will be resident on the Dean Close School site in Cheltenham.

The **Associate Chaplain** (first appointment September 2023) is Chaplain to Dean Close Prep School and Pre-Prep School, and provides support for Dean Close Airthrie School on

an ad-hoc basis. The role is part-time (0.5 FTE) and non-resident. The Associate Chaplain reports to the Senior Chaplain and is responsible for the programme of Christian worship and voluntary activities at DCPS and DCPPS, as well as for pastoral support for the staff and pupils of these schools.

Chaplaincy Assistants: These are short-term (1-2 years) appointments of young people, usually recent graduates, who are often exploring the possibility of working in schools or full-time Christian ministry. They are resident pastoral staff and have a range of duties across the Dean Close Cheltenham schools, to include boarding duties, sports coaching and other activities according to their gifts and abilities, as well as contributing to the chapel programme as speakers, leaders and administrators.

Chaplaincy Team members: These are members of the teaching staff who are given a time allowance to be members of the Chaplaincy Team, supporting the chapel programme, activity programme and pastoral support for staff in each school.

The duties listed below rely on the Chaplain maintaining his/her own personal devotional life, and this requires a commitment to be a praying person who models the Christian life by investing time in his/her own spiritual development and refreshment.

Duties

Corporate Worship

- *Develop and maintain the calendar of Christian worship at Dean Close School and oversee the Associate Chaplain in the planning of the calendar at Dean Close Prep School and Dean Close Pre-prep School*
- *Work with key leaders on major school events such as Commem, Speech Day services, Remembrance Sunday and Carol Services*
- *Lead, speak and facilitate a significant proportion of these services personally; arrange for internal and external speakers and contributors*
- *Collaborate with the Director of Choral Music and with those responsible for Calendar planning*
- *Support Christian worship at Dean Close St John's School by visiting to lead assemblies and speak in services as agreed with the Heads*

Voluntary Christian Activities

- *Organise the programme of voluntary Christian Union, Bible Study and other activities at Dean Close School.*
- *Promote and support the development of voluntary Christian activities at DCSJS/DCAS*
- *Support the organiser of the Parents' Prayer meeting and encourage those who pray for the schools and their activities*
- *Offer hospitality and support to staff involved in the chapel or voluntary activities programmes, organise staff prayer meetings and occasional staff services*

Team building

- *Recruit, induct, develop and provide training for the Chaplaincy team*
- *Meet regularly with members of the Chaplaincy team to provide training, support and oversight of their work*

Meetings

- *Meet regularly with key staff, including the Warden and Head of DCS*
- *Report once a year to the Board of Trustees at a Board meeting*
- *The Chaplain is generally kept free from the routine organisational meetings that occupy the time of senior leaders, but will attend meetings as required, for example for calendar planning, major event planning.*

Relationship-building and pastoral

- *Be a visible presence at DCS, particularly during breaks, lunches and other 'free time'*
- *Support school events such as plays, concerts, matches and parent gatherings*
- *Collaborate with Deputy Head Pastoral and with Houseparents and Health Centre staff to support pupils with specific pastoral issues*
- *Offer pastoral support to staff facing particular difficulties such as sickness or bereavement.*

Person Specification

The successful candidate for this role will be an ordained priest in the Church of England, and will have the following characteristics:

- *A clear, committed, evangelical Christian faith*
- *Evidence of the ability to communicate successfully with young people from a wide range of ages, abilities and backgrounds*
- *Integrity and straightforwardness as a leader*
- *A willingness and capability to shoulder considerable responsibility and to exercise wisdom and gentleness as a leader*
- *An ability to prioritise and to delegate as appropriate, making full use of the gifts and abilities of others as well as his/her own*
- *Good organisational abilities*
- *Team-building skills and the desire to coach and train young Christian leaders*
- *A strong pastoral instinct and skills*
- *An awareness of, and sensitivity to, the cultural and societal challenges faced by young people and their families, and a willingness to engage thoughtfully and diplomatically with these issues.*
- *Resilience and stamina*

It is desirable but not essential that the Chaplain also has:

- *The ability and academic qualifications to teach an academic subject (not necessarily Religious Studies and regardless of age group)*
- *Experience of working in a school context*
- *An understanding of the needs of boarders in particular*
- *A sense of fun and humour, the ability to relax and help others to do the same*

Terms and Conditions

The Chaplain will be paid an attractive salary based on experience and skills, linked to the School's teaching pay scales.

The Foundation is willing to invest in the Chaplain's personal and professional development. The outgoing Chaplain has attended several preaching courses and developed a range of coaching skills, for example.

The Chaplain and his/her family will be provided with suitable accommodation free of charge from rent, council tax and utilities and will be expected to host events and groups in the house, as well as in the schools. On request, it may be agreed that the Chaplain will not live on site; if this is the case he/she must live within 10 minutes' drive of the Cheltenham schools.

The post is pensionable, and the Foundation will enrol the Chaplain in the Teachers' Pension Scheme or an alternative pension scheme as appropriate.

Lunch is provided during term time, as is access to the School's sports facilities.

You will be eligible to apply for a staff discount for any children who join any of the schools or nurseries in the Dean Close Foundation.

- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration

- Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.