



BISHOP WORDSWORTH'S SCHOOL

Job Description:

Title of Post: Chaplain (Part-time)

Present Scale:

Postholder:

- The Postholder is immediately responsible to the Headmaster.
- **Key Responsibility:** The Postholder will provide a Chaplaincy service for the staff, pupils and families of Bishop Wordsworth's School through the leadership of acts of worship, teaching and group work (including preparation of candidates for Confirmation) and pastoral care.
- **Particular Duties:** Working with the Collective Worship Co-ordinator and Headmaster where appropriate, the Postholder will:
 - (a) Lead or oversee worship in the Chapel, School Assemblies and the Cathedral including:
 - Presiding at Eucharists in Chapel which are held at various times through the year.
 - Co-ordinating the orders of service, the speakers and readers and any other organisation for the regular Cathedral services; including the Carol Service, annual School Eucharist and Founder's Day.
 - Liaising with the BWS Director of Music/Choir to arrange music and hymns; with the Deputy Head over Cathedral dates; and with the vergers and Canon Chancellor of the Cathedral in relation to school activities in the Cathedral.
 - Taking School Assemblies, by arrangement with the Deputy Head Master and Section heads, and contributing to the beginning of year and end of term assemblies.
 - (b) Provide weekly reflections in an appropriate form to be used for all tutor groups and electronic boards.
 - (c) Prepare school candidates for Confirmation.
 - (d) Where required within the curriculum, work with groups of pupils at different times with the particular aim of developing spirituality within the School. This should include classroom delivery by agreement with the Head of RE.
 - (e) Meet with members of the sixth form (eg the Cathedral Prefect and Christian Clubs leaders) to provide support for their responsibilities within the School.



- (f) Have an active concern for the welfare and pastoral needs of pupils, staff and their families and, where the opportunity arise, BWS Alumni.
- (g) Be available to take occasional offices for the BWS school community in the School Chapel.
- (h) Take overall charge of and have care and oversight of the Chapel, looking to develop its layout and displays over time;
- (i) Continue to develop links with the Diocesan Board of Education, Churches and organisations within the Diocese and in the wider Church of England
- (j) Pray with and on behalf of the whole School, listening for its direction and purpose.
- (k) Maintain bereavement Resource and make available to all staff.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the postholder and the Headmaster or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date..... Signed (Postholder)

Date Signed (Headmaster)

Reviewed November 2020