The Peterborough School

The Peterborough School is an independent school providing education to pupils aged 4 to 18 years. The School has recently become co-educational from September 2010. There are currently about 430 pupils in Senior and Preparatory School. As Woodard School, the life of the Chapel and the work of the Chaplain are most important. The Chaplain has pastoral responsibilities throughout the School. The Chaplain’s responsibilities fall into two categories: leading worship and pastoral care.

The School is committed to a high standard of Christian collective worship in accordance with the Church of England tradition. All Senior School children attend weekly Chapel services, whether Christian, of other faiths or none. Children in the Preparatory School attend a Chapel Service fortnightly.

A weekly Eucharist service takes place for all Senior pupils, enhanced by the Chapel Choir’s singing. Chapel Prefects and Servers help the Chaplain in the administration of services and members of staff contribute to services. Outside speakers conduct services and preach in Chapel regularly.

Several Senior pupils are confirmed into the Church of England each year; all Senior pupils attend the Confirmation Service which is held in Summer term.

There are weekly Assemblies taken by the Headmaster and other senior members of staff. Hymns and prayers or contemplative periods form the main content of this Assembly, which may have a focus derived from any world religion or be of improving ‘humanist’ content.

Some Christian festivals are observed, including Harvest Festival services for Senior and Preparatory School pupils, a Preparatory School Christingle Service and a Christmas Carol Service for the whole School, including parents, Governors and friends at the Cathedral. Senior School leavers also mark their departure with a Chapel service.

Pupils of other faiths are enabled to worship together at lunchtimes. There is dedicated room available for Senior and Preparatory children of other faiths to use for worship.

About Woodard Schools (www.woodard.co.uk)

The School is a Woodard School. More information about the School can be obtained from the website, www.thepeterboroughschool.co.uk and the prospectus. Educating 30,000 pupils a year, Woodard Schools is one of the largest providers of education in the UK.
Its 45 schools span the maintained and independent sectors, day and boarding, prep and senior schools, co-ed and single sex. From well known public schools to inner city comprehensives and academies, Woodard Schools has a unique understanding of education within the UK.

Located across England and Wales, the Woodard Schools philosophy is simple. Academic success should be a given with pupils benefiting from excellent pastoral care, support and opportunities that enable each student to grow into confident individuals prepared for adult life.

Founded in 1848 by Priest and educational visionary, Nathaniel Woodard, the family of Woodard Schools all share the founder’s vision of a Christian education coupled with a belief in nurturing and enriching each individual. Despite its heritage, Woodard Schools is firmly placed in the present and forward thinking in its outlook. The schools are well respected, dynamic places of learning with dedicated staff and a warm and open culture.

A Woodard education values both the spiritual and moral development of each person – students and colleagues – giving strength, confidence and respect for others. Young people and approximately 3,000 teaching staff are from all faiths and traditions or none. They flourish in the rich, diverse culture of our schools and help reinforce the values of respect and diversity.

The Woodard family of schools provides many inter school opportunities, the sharing of best practice and a strength and expertise within education.

Our pioneering heritage places much emphasis on leadership and management. From attractive, welcoming environments to modern facilities, Woodard schools offer a rich variety of extra curricular activities, professional teaching and effective pastoral care.

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Chaplain at The Peterborough School

Responsible to: The Headteacher and Provost

Hours of work: Part-time

Salary: Negotiable dependent on qualifications and experience

Functional Relationships with:

Headteacher
Provost and Senior Provost of Woodard
Senior Leadership Team
Head of Religious Education (or other Head of Department)
Bursar (for resources and health and safety)
Parents and wider school community

Function: The Chaplain carries out a senior role at the direction of the Headteacher. He/She plays a major part in achieving the aims of the School.

Job Description: Chaplain

The post holder’s main briefs are to: lead the spiritual development of the School community and contribute to the pastoral care of the School.

Responsibilities include:

Leading worship
The Chapel occupies a special place in the School, for Christians and for those of other faiths and none, all of whom are made welcome there, in accordance with Nathaniel Woodard’s vision of producing education of good quality, in a Christian context, to all.

Responsibilities include:

1. Supporting the Headteacher by planning the programme of collective worship, develop formal liturgies and ensure that church seasons are publicly and creatively celebrated.
2. Providing ongoing support and resources necessary for the spiritual growth and development of each pupil.
3. Celebrating the Eucharist for the Senior School and delivering services in the Preparatory School. These services are managed and led by the Chaplain. He/she either preaches or hosts distinguished visiting preachers;
4. Leading assemblies, formal acts of worship, and special services, such as Harvest Festival, Christingle and Carol Services, Confirmation Service, Leavers’ Service;
5. Preparing candidates for Confirmation by the Bishop of Peterborough or his representative who visits the School Chapel annually in May, liaising with candidates’ parents/guardians.
6. Liaison with the Head of Music and Choir Director, whose work enriches services;
7. Oversight of the development of the Chapel as a spiritual focus of the School - stewardship of the Chapel and its resources;
8. Developing of links with the local parishes, Deanery, Diocese and other local churches.
9. Developing of a collection of songs and music for worship suitable for use by students and staff and enrich and developing the quality of collective worship drawing on the creative gifts and resources within the community.
10. Supporting tutor time reflections and developing a range of short informal liturgies/prayers appropriate for use by students and staff.
11. Leading focussed Bible-study, teaching and discussion groups.
12. Supporting the private prayer life and reflectiveness of each individual.
13. Planning and organising a programme of retreats for groups of staff / students as appropriate.
14. Encouraging and supporting the awareness and understanding of faith practice across the whole community.
15. Liaising with the Headteacher and the Provost over the development of the life of the Chaplaincy.

Pastoral Care
The School places particular emphasis on strong and sensitive pastoral care for each member of its community and their families. The Chaplain takes a strong lead in this, effectively acting as “parish priest” to the entire School.

Responsibilities include:
1. Being regularly available for private consultation and counselling in the Chaplain’s Office;
2. Visiting families at times of difficulty, such as bereavement or hospitalisation.
3. Being a member of welfare and pastoral development groups.
4. Providing individual support to students and staff, and a ‘pastoral presence’ providing support and nurture for members of the School.
5. Contributing to the development of pastoral systems so that they reflect Christian principles.
6. Channelling support and train volunteers from local parishes.
7. Developing links with parents and outreach to the local community.
8. Organising voluntary work for students.
9. Liaising with the Headteacher and others, as appropriate.

Religious Education teaching
Religious Education is taught throughout the School and the GCSE Short Course is compulsory; results in this have been excellent in recent years. Full GCSE, AS and A2 Religious Education courses are also offered to pupils. Depending on the experience of the candidate, teaching may be required in the Senior School and Preparatory School. Teaching of another subject may be available depending on the qualifications and experience of the appointed person.

Given his/her wide-ranging responsibilities, the Chaplain does not have a tutor group nor is he/she expected to provide extra-curricular activities. However, contribution in other aspects of the School is welcomed. There is scope for the role to develop in accordance with the strengths and interests of the successful applicant.

It is important to note that this job description is a guide to the work you will be required to perform. You may also be required to undertake such other comparable duties as the Headteacher requires from time to time.

This job description will be reviewed at least once each year. It may be subject to modification or amendment at any time after consultation with the holder of the post.

The Peterborough School is an equal opportunities employer committed to providing a safe and protective environment for the education of children
A Woodard and Society of Heads School