

**Job Description**

**Job Title:** Stowe Chaplain

**Department:** Pastoral

**Accountable to:** Head

**Responsible for:** Chapel

**Purpose of the job:**

The Chaplain is responsible for the highest standards of spiritual, pastoral and educational care in the School, with Sacramental and Ministerial oversight. The Chaplain should guide the Stowe community to know God through Jesus and spread the word of the Gospel.

The Chaplain should be aware that Stowe was founded in 1923 by the Martyrs’ Memorial Trust led by the Reverend Percy Warrington and maintains its evangelical Protestant character. Stowe Parish Church, which is located in the grounds of the School, has recently become part of the Benefice of North Buckingham, the Rector of which is Reverend Hans Taling. Stowe School and the Martyrs’ Memorial Trust are patrons of the Parish Church.

**The Stowe Group**

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

**Vision & Ethos**

We are Change Makers

Our goal is to inspire pupils and staff in The Stowe Group to be Change Makers who will shape positive futures for themselves, their families and the global community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many compete at the highest level in sport across the three schools, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best.

We strive to attract and retain employees of the highest calibre. The Stowe Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

Environmental stewardship and sustainability are cornerstones of The Stowe Group. Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

**Key Responsibilities and Accountabilities**:

* To lead and support worship and prayer in Chapel and to lead the spiritual life of the School community.
* To promote the aims of the School at all times with colleagues, parents, pupils, Old Stoics and the public.
* To attend all appropriate Health & Safety (COSHH), Safeguarding and Child Protection training related to the pupils and School.
* To share responsibility for the spiritual, social, pastoral and moral welfare of pupils and staff in the context of the Stowe community.

**Key Tasks:**

**Stowe Ministry**

* Because of the spiritual and pastoral care required from the Chaplain, he/she must be prepared to be ‘on-call’ beyond the normal School working day.
* To be welcoming, inclusive and respectful to all those of the Christian and other Faiths and, equally, those of none.
* To lead and occasionally delegate to the Chapel Support Team regular weekly Services during term time – Tuesday and Thursday mornings (8.20am to 8.40am) and Friday evening/Sunday morning Chapel Services during term time. A regular prayer/Holy Communion Service should be offered to the community in Chapel.
* To provide spiritual leadership to The Stowe Group including Swanbourne House and Winchester House Prep Schools.
* To organise the preparation of Stoics for the Sacraments, including Baptism and Confirmation.
* To assist in the weekly meetings of Crossfire (the School Christian Union).
* To offer pastoral support within the whole Stowe community, including Boarding and Day House visits.
* To co-ordinate the organisation and liturgy of Chapel services with preachers, musicians, Prefects and technicians.
* To hold special School services plus ‘Occasional’ services (baptisms, marriages, funerals and memorial services).
* To assist Service@Stowe as a whole School activity and to liaise with the Duke of Edinburgh Award Scheme, the CCF and other interested parties.

**1 Teaching**

* 1. To work across The Stowe Group and teach up to twelve lessons a week: the subject depends on the Chaplain’s degree, experience and interests.
  2. To enable pupils to acquire knowledge and make progress according to their ability so that they increase their understanding and develop their skills in the subject taught.
  3. To foster the application of intellectual, physical or creative effort, an interest in the subject and the ability of pupils to think and learn for themselves.
  4. To create well-planned lessons and deliver them through effective and appropriate teaching methods, activities and management of class time.
  5. To show a good understanding of the aptitudes, needs and prior attainments of the pupils and ensure these are taken into account in lesson-planning.
  6. To utilise effective strategies for managing behaviour and encouraging pupils to act responsibly.
  7. To teach according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in class, prep and elsewhere.
  8. To assess, record and report on pupils’ development, progress and attainment and for all such records to be written in mark books (either paper copy or electronic) to be scrutinised and verified by the Head of Department, Faculty Chair or a member of the Executive Leadership Team.
  9. To work with, and under the instruction and guidance of, the Head of Department(s) to which the teacher is assigned, in the preparation and development of courses of study, teaching materials and teaching programmes.
  10. To carry out the terms of a departmental job description arrived at after the individual discussion and consultation with the Head of Department(s) or line-manager to whom the teacher is assigned.
  11. To contribute to the development of the curriculum and to be aware of the latest thinking in both subject and national curriculum.
  12. To staff clinics and other academic support measures according to the timetables and needs of the pupils.

1. **Social and moral welfare of pupils**
   1. To take responsibility for the educational, social and moral welfare of pupils in the context of Stowe’s boarding and day community.
   2. To visit day and boarding houses regularly and work with the House Parents to administer to the spiritual and pastoral needs of pupils.
   3. To visit Swanbourne House and Winchester House Schools and lead services as and when required.
2. **Tutorial work (if appropriate)**
   1. To provide guidance and advice to tutees assigned to him/her, on their academic programmes, timetables, methods of study, study skills, further education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports.
   2. To communicate and consult with the parents of pupils and co-operate with persons or organisations inside and outside the School in order to promote the social and moral welfare of pupils.
   3. To participate in meetings arranged for any of the purposes above.
3. **Games and co-curricular activities**
   1. All staff are expected to assist with, and be involved in, the provision of both games and co-curricular activities. The nature of that assistance and the degree of involvement will naturally vary according to the experience, skills and aptitudes of individual colleagues. Nevertheless, in a boarding community, all colleagues can expect to be called upon during the week and at weekends, to contribute to this essential part of the School’s educational provision.
4. **Assessments and reports**
   1. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
5. **Review and Professional Development**
   1. To keep abreast of developments in his/her subject(s) and its teaching methods in order to maintain a high level of professional competence; checking exam board websites regularly for specification updates and exam information and to attend Exam Board Inset. Colleagues should also participate in arrangements within the agreed framework for review and professional development, including INSET.
6. **Discipline, Health and Safety**
   1. To maintain good order and discipline among pupils and safeguarding their health and safety both on the School premises and when they are engaged in School and other activities elsewhere, within the framework of the Health & Safety Policy documents.
   2. To adhere to and manage all appropriate Health & Safety legislation, risk assessments and Child Protection training issues related to the Department
7. **Cover**
   1. To supervise and, where possible, teach pupils whose teacher is not available.
8. **Meetings**
   1. To participate in all meetings which relate to the school curriculum, school organisation and school administration and to attend Chapel, assemblies and other school events as required by the Head.
   2. To attend the House Parents’ weekly meeting. Common Room weekly meetings, Pastoral Committee and to attend Assemblies.
9. **Public Examinations**
   1. Colleagues should participate in arrangements for preparing pupils for public examinations and assess pupils for the purposes of such examinations. Teachers should also record and report such assessments and supervise and invigilate pupils during such examinations.
10. **School Duties**
    1. To undertake the supervision of pupils at meal times, in sanctions, on school journeys and on school premises as required by the duty rota.
11. **Management and Administration**
    1. To contribute to the induction and support of new and probationary teachers.
    2. To be committed to continuing career and professional development.
    3. To ensure compliance with the current Teaching Staff Handbook.
12. **Review and Professional Development**
    1. To keep abreast of developments in the Church of England and pastoral care in order to maintain a high level of professional competence. Colleagues should also participate in arrangements within the agreed framework for review and professional development, including INSET.
13. **Management and Administration**
    1. To be committed to continuing career and professional development.
    2. To prepare the Governors’ reports as appropriate.
14. **Service@Stowe Co-ordination**
    1. To promote and assist in Community outreach to nursing homes in Buckingham and to plan the annual Community Christmas Party
    2. To communicate and liaise with the DoE, CCF and other interested parties to co-ordinate and develop Service@Stowe as a whole School activity.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: 24 January 2022

**Person Profile:**

**Qualifications/Training**

* Ordained Ministers within the Church of England.
* An Honours degree (or equivalent) in the relevant subject(s) is essential and a PGCE is desirable.

**Experience**

* Leading worship across all ages.
* Engagement with and pastoral support for people of all ages, especially school children and young adults.
* Leading a team.
* Breadth of life.

**Knowledge/Skills and competencies**

* Effective spiritual communicator, grounded in the Bible and Church teachings.
* Leadership skills including the ability to motivate, inspire and organise effectively and diplomatically.
* Collaborative working with volunteers, other churches and organisations.

**General Attributes**

* A passion for learning and personal development.
* An inclusive approach to the diversity and breadth of the Anglican Church while remaining within the Protestant evangelical tradition.
* A deep prayer life and ability to draw on a wide range of spiritual resources.
* A willingness to participate fully in the spiritual and pastoral care of Stowe pupils and staff.
* A commitment to work within the School’s Safeguarding policies.