



CHAPLAIN AND HEAD OF RELIGIOUS EDUCATION

Lichfield Cathedral School seeks to fill a vacancy for a full-time Chaplain from September 2010.

This post provides a wonderful, and probably unique, opportunity for a person of vision and initiative to make a vital contribution to the spiritual well-being and education of this vibrant and expanding community.

The School is partway through a major transformation from a Prep School to a fully-fledged co-educational Independent School. From a school of 250 pupils aged 4 -13, it has expanded to 440 pupils aged 3 – 16 and set to rise over the next ten years to a maximum of 600 pupils aged 3 - 18. The School is opening a Sixth Form in September, small at first, but set to expand over the next few years.

There are major challenges involved in this expansion of which the retention and development of our strong Christian ethos is one of central importance. Hence, the Chaplain is appointed by the Headmaster in consultation with the Governing Body. He/she will be responsible directly to the Headmaster, but independent of the Senior Management Team in order to be able to perform his/her duties with flexibility and objectivity. The Chaplain's work will be closely integrated with that of the Cathedral, and a suitable candidate could be considered for involvement in the Cathedral's ministry team and/or Choral Foundation.

The Chaplain will be responsible, in close consultation with the Headmaster, for the direction of worship within School, including the programme of assemblies at both Longdon and Lichfield, services which take place in the School Chapel (built by Bishop Selwyn in 1869) and the many services which are held in the Cathedral. These include weekly School Prayers; and an annual Harvest, Christingle, Carol Service, Ash Wednesday Eucharist, Founders' Day, Ascension Day and many others. The Chaplain will be responsible for the School Chapel and its use.

The Chaplain will have an important pastoral role across the whole school for children and staff at both sites, Longdon and The Close. (More details about the history and structure of the School can be found on the website www.lichfieldcathedralschool.com.) This pastoral care will extend to the 24 boarders including the 21 full and probationary choristers. The School has recently introduced a specialist Girls' Choir which is gradually performing a larger role within the Cathedral. However, none of the girls are boarders. The Chaplain will be involved in the preparation of pupils for confirmation in consultation with the Canon Chancellor of the Cathedral.

The Dean of Lichfield, the Very Rev'd Adrian Dorber, is ex-officio Chairman of the Governors, and all other Cathedral clergy are members of the Governing Body.

The Chaplain will be an experienced teacher, fulfilling the role of Head of Religious Education, teaching children in Year 5 and above. Each class has one 50 minute lesson of R.E. per week, and all pupils take a GCSE Short Course in R.E. at the end of Year 11. Others take the full course within the options scheme. The Chaplain will also have an important role to play in contributing to the development and content of PSHE, ensuring that the programme for all children appropriately reflects the School's central principles and character.

The salary on offer will reflect the importance of this role and the experience of the successful candidate. Normal contributions are made to the Teachers' Pension Scheme.

The School is committed to safeguarding and promoting the welfare of children and all applicants will be required to undergo child protection screening appropriate for the post, including checks with past employers and the Criminal Records Bureau.

The closing date for applications is Wednesday 10th March 2010.

The School's Mission, Aims and Objectives and policies on the welfare of children in its care should be read in conjunction with this Job Description.

Job Description: Chaplain

The Chaplain carries out a senior role at the direction of the Headmaster. He/She plays a major part in achieving the aims of the School through leading the spiritual development of the School community, contributing to pastoral care, directing the work of the Religious Education Department and teaching across a range of age groups.

Leading worship

The School welcomes children from Christian families and from those of other faiths and none. Worship takes place normally in the Cathedral or in the School Chapel, but also at St James' Church in Longdon and in the Junior School itself.

Responsibilities include:

1. Plan the programme of collective worship, set the weekly themes, develop formal liturgies and ensure that church seasons are creatively celebrated;
2. Provide ongoing support and resources as necessary for the spiritual growth and development of each pupil;
3. Celebrate the Eucharist at times as appropriate;
4. Lead assemblies, formal acts of worship, and special school services in the Cathedral, such as Harvest Festival, Christingle, Carol Service, Ash Wednesday Eucharist, Founders' Day and Ascension Day;
5. Invite visiting speakers to contribute to school worship;
6. Prepare candidates for Confirmation in the Cathedral by the Bishop of Lichfield, or a visiting Bishop, liaising with candidates' parents/guardians and with the Canon Chancellor of the Cathedral.
7. Liaise with the School's Director of Music, the Director of the Girls' Choir and the Cathedral Organist and Master of the Choristers, whose work enriches services;
8. Draw on the creative musical and other gifts and resources within the community;
9. Oversee the development of the Chapel as a spiritual focus of the School; stewardship of the Chapel and its resources;
10. Develop links with the Cathedral, the diocese and local parishes;
11. Develop other services, Bible study, prayer groups, retreats or pilgrimages as seems appropriate;
12. Encourage and support the awareness and understanding of faith practice across the whole community.

Pastoral Care

The School is known for its emphasis on individual pastoral care for each member of its community and their families. The Chaplain takes a strong lead in this.

Responsibilities include:

1. Being regularly available for private consultation and counselling of staff and pupils;
2. Being available in the boarding area for conversations with boarders;
3. Visiting families at times of difficulty, such as bereavement or hospitalisation;
4. Providing individual support to students and staff;
5. Contributing to the development of pastoral systems so that they reflect Christian principles;
6. Involvement in the development of the PSHE and Life Skills programmes, including Community Action;

7. Developing links with parents and outreach to the local community;
8. Organising voluntary work for students;
9. Liaising with the Headmaster and others, as appropriate.

Directing and Teaching Religious Education

Religious Education is taught throughout the School and the GCSE Short Course is compulsory. Full GCSE courses are available in the Options system for Year 10 & 11, and AS and A2 Religious Education courses will be made available to Sixth Form students in the future. The Chaplain may also teach Religious Education in lower years.

Responsibilities include:

1. Managing the Religious Education curriculum and Schemes of Work to ensure the provision of fulfilling and successful courses across all ages of the school;
2. Liaising with the Examinations Officer over arrangements for examinations;
3. Attending the Curriculum Group;
4. Achieving results in public examinations which meet and frequently exceed expectations;
5. Providing a learning environment for pupils which is challenging and enjoyable;
6. Accounting to the Deputy Head for academic performance and reporting to parents;
7. Leading discussions within RE and PSHE, organising special activities or making formal presentations to support the curriculum where appropriate;
8. Reviewing the impact of the Spiritual and Moral provision within the School;
9. Developing the use of the Chapel as a creative learning space;
10. Teaching within the department on a reduced timetable.

Given his wide-ranging responsibilities, the Chaplain does not have a form group nor is he/she expected to provide further extra-curricular activities. However, contribution, and support for, 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. The Chaplain may also be required to undertake other comparable duties as the Headmaster requires from time to time.

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

Peter Allwood
Headmaster

February 2010