



Haberdashers'
Monmouth Schools



Appointment of Chaplin
For September 2024



Introduction

Haberdashers Monmouth Schools seek to appoint an ordained member of the Anglican faith to be Chaplain from September 2024. The post will suit a person of initiative and vision who is excited by the opportunities of working in a school environment. In addition to spiritual and pastoral responsibilities, the Chaplain will contribute to the wider life of this thriving educational community. The Chaplain will be a key member of the schools' pastoral team and take primary responsibility for each of the school's worship

The Haberdashers' Monmouth Schools currently comprise the following three schools and educate around 1,065 pupils:

Monmouth Prep School, c.210 pupils aged 3-11, co-ed day, boarding from 7

Monmouth School for Girls, c.385 pupils aged 11-18, day and boarding

Monmouth School for Boys, c.470 pupils aged 11-18, day and boarding

It is an incredibly exciting time to join the schools as the schools will merge to become a single co-educational school, Haberdashers' Monmouth School, in September 2024. The combined school will cover two sites with Years 7-11 located centrally in Monmouth on the current boys' school site and a newly expanded Sixth Form Centre and Monmouth Prep located on the Hereford Road.

Around half of our pupils at any point in time have a sibling being educated within the family of schools, and many more have older or younger siblings who are former or future pupils.

For more information about the schools, please visit our website:

www.habsmonmouth.org



The Role

The Chaplain will report to the Head of Haberdashers' Monmouth School.

The Chaplain will be responsible for the overview of worship, reflection and of maintaining and nurturing the community. The Chaplain, who is a member of the pastoral and charity committees, will have pastoral concern for all pupils, staff and where appropriate parents and members of the school's community.

The Chaplain should have no expectation of religious commitment from anyone he/she sees and should be prepared to be approached on any matter. Such meetings will be regarded as confidential, subject to normal policies and practices within the context of a school. It should be noted that, under the terms of the Children Act, all members of staff are required to pass on certain types of information, however disclosed, to the DSP for Safeguarding at the school.



Main Duties and Responsibilities - 1

Liturgical

- Oversight of worship of Haberdashers' Monmouth School including assemblies, services, major events of celebration, whole school events
- Invite visiting speakers to contribute to School worship
- Organise special services throughout the academic year
- Arrange services for boarders and offer opportunities for other worship for members of the boarding community with agreement from the Boarding House staff
- Organise and preside over school services (including Confirmation, Carol Services, St Catherine's Day service, Year 13 Leavers' service and morning Chapel services/Chaplain's assemblies)
- Liaise with local clergy as required

Spiritual and Pastoral

- Prepare candidates for Confirmation
- Support Christian groups within the School
- Provide pastoral care and support for all pupils and staff of the School community by liaising, as appropriate, with other members of the pastoral team
- Have an active input into the pastoral care within boarding
- Support the School's welfare structures by offering members of the community an independent and confidential person who will listen to their concerns, help them reflect on situations, offer advice or give practical help
- Establish a Chaplaincy base within the School for formal or informal meetings



Main Duties and Responsibilities - 2

General

- Build relationships with the outside community, neighbouring churches, links with local charities and local government agencies
- Participate in the assembly rota for the school especially at significant times during the Church calendar
- Provide prayer resources for members of the school community
- Teach a limited number of classroom lessons as required
- Contribute to the co-curricular programme of the school
- Support the school's charity work
- Manage the Chaplaincy budget



Person Specification - 1

Qualifications/Training

Essential:

- Good Honours degree or equivalent
- Willingness to undertake further professional development

Desirable:

- Ordained member of a church following the Anglican tradition
- Qualification in school chaplaincy
- Qualification in Christian listening or counselling

Personal Qualities

Essential:

- A high level of personal and professional integrity and good judgement
- A sensitivity to the needs and feelings of people regardless of faith, gender, race or disability
- A role model for pupils and staff through personal and professional conduct
- Reliable and able to work on own initiative and as a member of a team
- Ability to be flexible and adapt to change
- Ability to maintain a sense of proportion and perspective
- Ability to be confidential
- A sense of humour

Desirable

- A skilled and experienced Christian leader of young people
- An experienced counsellor
- An experienced project manager



Person Specification - 2

Experience

Essential:

- Significant experience of working directly with young people aged between 11 and 18
- Experience of working over a sustained period as a leader of a team of volunteers
- Experience of bringing the Christian message into a community through faith-inspired social action
- Experience of leading worship and preaching in a range of settings and with a range of age groups

Desirable:

- Chaplaincy experience in a secondary school setting
- Youth work experience outside a church setting
- Experience of working with a range of church traditions

Knowledge, Skills and Abilities

Essential:

- Understanding of how to shape the Chaplain's role so it plays a central role in the spiritual life of the school
- A clear thinker and strategic planner
- Excellent organisation and administration skills
- A good time manager with the ability to prioritise and meet deadlines; able to respond to spontaneous events and work well under pressure
- Be comfortable working in a classroom environment when the role requires it
- Ability to be proactive and positive to research, initiate, complete and review projects
- Be familiar with IT to use when the role requires it
- Willingness to participate in the life of the school and contribute to the extra-curricular programme

Desirable:

- Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development



Person Specification - 3

Safeguarding

Essential:

- Commitment to the safeguarding and protection of children and to the personal development of our pupils
- Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety

Desirable:

- Knowledge of child protection procedures



Terms of Appointment

Hours of Appointment

This is a full-time permanent post.

Notice Period

During the probationary period of one year, the period of notice will be one month on either part. After successful completion of the probationary period, the notice period will be one term.

Salary

The salary for the role will be commensurate with the successful candidate's qualifications and experience. Suitable accommodation will be available.

Pension

We offer a defined contribution pension scheme. Eligible staff are automatically enrolled into the scheme. Employees are required to contribute a minimum of 3%, with a 10% employer contribution.

Subject to normal entry requirements, children of staff are eligible for staff fee remission.*

The offer of appointment will be made subject to satisfactory references and other employment checks, including an enhanced DBS check.

**Non contractual arrangement.*



How to Apply

Candidates should complete their application form electronically and email it, together with a short covering letter, which explains their motivation for applying (both documents as PDF files). You may also include a copy of your curriculum vitae.

For further details and an application form please visit our website:

www.habsmonmouth.org/jobs

Or contact Miss Michelle Boulton on 01600 711229 or email

recruitment@habsmonmouth.org

Closing Date for applications: 9am, Wednesday 31st January 2024

Interviews will be held: week commencing 5th February 2024

All applications will be acknowledged by email and completed applications should be sent to recruitment@habsmonmouth.org



Safeguarding and Child Protection

Haberdashers' Monmouth Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

All candidates are asked to read the Safeguarding and Child Protection Policy and the Recruitment, Selection and Disclosure Policy.

All candidates should complete the schools' application form when applying for this role.

For more information about the schools, please visit our website:
www.habsmonmouth.org