

Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

**Job Description for
Chaplain Assistant**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	<p>This role will involve assisting with the different aspects of chaplaincy throughout the school. A confidence and willingness to reach out and build relationships across the community as well as lead small groups of pupils in discussion/bible study and prayer are important for this role. Involvement in the evening and weekend programme of this busy boarding school is essential.</p> <p>This exciting new post offers an experience of Christian ministry in a full boarding school that builds on the skills of the applicant and offers opportunities to develop new expertise.</p>
Responsible to:	The School Chaplain
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Support the Chaplain in promoting Christian Faith and Spirituality within the School. • Develop and deliver initiatives to broaden opportunities for girls to engage with the Christian Faith. • Assist with pastoral care and outreach through student bible studies and evening prayers within the Boarding houses. • Work with and support the Chaplain, staff and pupils to prepare and deliver formal and informal Services in both School and Sherborne Abbey. • Support the Chaplain with planning, resourcing and the communication of weekly services and events • Assist the Chaplain in preparing pupils for Confirmation including leading some sessions within Confirmation classes. • Develop a digital presence for Chaplaincy at Sherborne Girls including, Twitter, Instagram etc. • Residential Pastoral Assistant in boarding house with pastoral duties • Support teaching in lessons of specialism and/or co-curricular activities (e.g. music, sport, Drama)
Other Opportunities, dependent on own interests/skills:	<ul style="list-style-type: none"> • Potential to develop a youth worship band • Opportunities to accompanying certain school trips
Boarding House Duties, if resident	<ul style="list-style-type: none"> • Support house parents and work alongside other duty staff.

	<ul style="list-style-type: none"> • Assist with general pastoral care of the girls. • Attend and supervise mealtimes when in House. • Take registrations/roll calls when on duty. • Supervise prep and evening bedtime routines when on duty. • Most importantly: being a presence around the house and having fun with the girls. <p><i>No list of duties can hope to be exhaustive; all members of staff are expected to undertake duties reasonably requested by the Head.</i></p> <p>This post comes with accommodation within the boarding House, with meals provided during term time. As this is a residential post, the member of staff is expected to be resident in the House throughout term time. Permission to spend evenings away from the boarding House should be sought from the HM, excluding allocated weekends off. A full programme of induction will be provided to ensure that the residential member of staff is fully aware, and comfortable with, the School's Safeguarding procedures and the daily routines of the boarding house.</p>
--	--

Person Specification		
	Essential	Desirable
Qualifications and Experience	Studied a degree A practising Christian committed to praying regularly Have experience of leading small groups in prayer or bible studies	
Skills and Abilities	Strong understanding of Christian faith Ability to work well in a busy boarding school environment Able to communicate effectively Able to nurture and support young people IT Literate	Experience of leading church services and speaking to young people Experience in leading worship
Personal Attributes	The ability to work using your own initiative and as a part of a team Approachable and kind Able to encourage wider general participation in prayer and worship Flexibility and adaptability is essential, as is the willingness to undertake additional duties and responsibilities that may arise Committed to the values and culture of the school Organised, proactive and calm under pressure	Committed to continuous professional development

	Open-minded, imaginative Resourceful and resilient Ambitious to secure the highest standards	
--	--	--

Additional Information

Salary If resident £14,132 plus accommodation, if not resident to be discussed at interview.

Hours of work: One-year fixed term post.

If resident no more than 40 a week, term time. If not resident part time, hours to be discussed at interview.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Benefits:

- o Membership of an appropriate pensions scheme
- o Possibility of fee remission
- o Membership of the School library
- o Free onsite parking
- o Free lunches provided during term time
- o Reduced fees on membership at the Oxley sports centre
- o Membership of the School's employee support programme