

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

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| Post Title | Chaplain |
| Post Holder: | |
| General Duties: | <p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people, and contribute to the overall ethos, work and aims of the Academy.</p> <p>Purpose of the Role: To provide spiritual and pastoral support to the students and staff of the academy, bearing witness to our ethos to cherish and nurture each individual young person as they seek to establish their own identity in a rapidly changing and challenging world. We aim to encourage in the young people we serve a sense of self-worth, pride in achievement and a self confidence to make their own decisions. We do this within a distinctly Christian context, welcoming young people of all faiths and no faith. Young people need support to find their rightful place in the world. They will face many difficult decisions as they come to a full understanding of who they are and what their purpose might be. We aim for all our young people to live out our mission statement 'Sapere Aude'- Have the Courage to be Wise. It is our mission to ensure that all young people do have the courage of their own well-founded convictions, to make wise decisions that will allow them to celebrate their talents, fulfil their God-given potential and live life to the full.</p> <p>Main responsibilities include:</p> <ul style="list-style-type: none"> • Inspire through example • Be visible and approachable around the academy • Work actively and effectively as a member of the Academy Leadership Team • Support the Principal and Leadership Team as faith leaders of the academy • Support and further develop the spiritual, religious and liturgical life of the academy • Develop suitable activities to mark and celebrate the major feasts and seasons of the church • Lead on the annual programme for Acts of Collective Worship across the academy in liaison with the member of staff responsible for Worship • Liaise with local churches to build relationships and foster a sense of community • Support students and staff in their planning, preparation and leading of collective worship • Help with the provision of suitable resources for the prayer life and worship of the academy • Promote and care for the Chapel as a dedicated space • Support and develop the Parent Prayer Group • Celebrate and share the faith of the academy with the wider community • Support and enhance the RS curriculum, where appropriate |

- Be familiar with and comply with the Child Protection policy, and be part of the academy safeguarding team
- Report to and work with Governors to promote the ethos and distinctive nature of the academy
- Lead on preparation for and through SIAMS inspections
- Reach out to all faith communities represented at TBOWA, ensuring the academy calendar recognises and commemorates significant moments of religious or spiritual celebration
- Contribute to the overall support package to students and staff alongside the academy counsellors

Other Duties:

- Promote positive student behaviour in and around the school, to ensure a constructive working environment.
- Act to ensure students' health and safety.
- Follow school policies and procedures especially those relating to child protection and health and safety.

Personal Qualities:

- Have a clear understanding and commitment to the academy and its vision
- Have an ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels
- Have a high level of interpersonal and communication skills
- Have a commitment to inclusive education providing opportunity for achievement for all
- Integrity, openness, energy and enthusiasm
- Maintain high standards of professional practice, including complying with the policies of the school
- Engage with Continual Professional Development (CPD) relevant to the role of Chaplain
- Lead academy based CPD for staff in relation to the ethos and distinctive nature of the academy
- Ability to work empathically, congruently, and non-judgementally
- Must be adaptable and flexible and open to change

Safeguarding:

TBOWA is committed to safeguarding and promoting the welfare of children and young people. We accept all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

This role will require regular interaction with students which equates to a regulated activity with children. The postholder must at all times act with due regard to the academy's child protection and safeguarding policies and procedures and the academy's staff code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

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| | <ul style="list-style-type: none">• Child protection• Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact |
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This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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| | This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post. |
| Reporting to: | Principal |
| Responsible for: | Spiritual and pastoral support to the students and staff of the academy |
| Liaising with: | ALT, Staff and Governors |
| Nature of Contract: | Standard Terms and Conditions of Support Staff |
| Salary Scale: | |
| Disclosure Level: | Enhanced |
| Section Two Professional Duties and Responsibilities | |
| Ethos | All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope. |
| Self-Development | <ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Vice Principal is advised of training needs. • Development opportunities are sought/acted upon. |
| Attitude | <ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others. Support development of the academy ethos, contribute positively towards the development of specialisms. |

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| Policy promotion | To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times. |
| Safeguarding | To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children. |
| Confidentiality | To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people. |
| Flexibility | To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation. |
| Additional Notes | <p>Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The Academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current but in consultation with you may be changed by the Academy Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.</p> |

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.