

JOB DESCRIPTION

JOB TITLE: College Community and Spirituality Coordinator (Chaplain)

LINE MANAGER: Director of Safeguarding, Inclusion and Development

12 hours per week, term time only

New Support Staff Salary Scale Point 20

MAIN PURPOSE OF ROLE:

The College is seeking to appoint a College Community and Spirituality Coordinator (Chaplain) from September 2025.

This role extends the well-established role of College Chaplain, who is an integral member of the Well-Being Team but can act as a confidential support 'outside' the system when appropriate. The ideal candidate will have a passion for building the student and staff community by becoming involved in general College life (e.g. in involvement in extra-curricular activities or in arranging events for staff). An understanding of post-16 education and an appreciation of the interests and concerns of 16-19 year old students is essential.

KEY RESPONSIBILITIES:

- Taking a leading, cross-college role in helping to develop a cohesive sense of community
- Working with other members of the Well-Being team to promote well-being of students and staff
- Liaising with local faith communities and inter-faith organisations
- Providing personal and spiritual support to individual staff and students and signpost to representatives from all religious groups as needed
- Co-ordinating collective and voluntary worship in the College, on Remembrance Day and significant religious festivals
- Providing pastoral support for bereaved students or members of staff
- Working with Senior Management Team to provide a coordinated response and support in the wake of unforeseen events such as terrorism, natural disasters etc
- With support from the Deputy Principal, and the wider Well-Being Team, help co-ordinate the Ask Me programme of peer support during induction week and with occasional college events
- Facilitating extra-curricular activities (e.g. faith groups, occasional events) working alongside the Student Council and other extra-curricular groups as appropriate
- Advising the College on the development of the spiritual dimension in its policies and procedures
- Liaison with partner schools as appropriate
- Promote tolerance and equality including raising awareness of Fundamental British Values and safeguarding
- Assisting in supervising the Sanctuary and prayer room

GENERAL RESPONSIBILITIES

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.

- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

This job description covers the main duties and responsibilities of the job but, from time to time, the job holder may be asked to undertake other activities commensurate with this job description.

