



SENIOR CHAPLAIN

The Appointment

Cheltenham College seeks an enthusiastic and well qualified Anglican priest to lead the chaplaincy team at this outstanding Church of England Day and Boarding School.

The College is a Christian foundation; faith and worship are taken seriously and lie at the heart of College life. While the established spiritual, liturgical and theological atmosphere of the College is liberal catholic, an inclusive diversity of Christian belief and practice is intentionally affirmed.

Senior Chaplain

The Senior Chaplain will need to be an experienced Anglican priest who will be at home in a high-achieving educational setting. He/She will be prayerful, evangelistic, pastoral and efficient. He or she must be able to lead a team with imagination and sensitivity, which is in turn, a core part of a large school community. Currently there are two additional ordained chaplains in the chaplaincy team.

The Senior Chaplain is responsible to the Head for the Christian life of the School. He/she is responsible for overseeing worship, praying for all members of the community, preaching the gospel, preparing pupils for confirmation, encouraging staff and pupils in Christian service and sharing in the pastoral care of pupils and academic and support staff.

He/She will be comfortable relating to audiences of pupils aged between 4 and 18, and with parents, staff and alumni who are socially confident, professional and articulate. He/she will appreciate how the 'good delivery' and smooth running of large set-piece events and services contribute to the reputation of a school. He/She will be creative, able to be flexible and adaptable enough to manage the fast pace of an ambitious school setting.

The Role

- The Senior Chaplain line manages the two assistant chaplains;
- He/she reports regularly to the Head with respect to his or her duties;
- He/she has specific responsibility for the College Chapel;
- He/she will preside over all Chapel services (or ensures that this is delegated to a chaplain or other suitably licensed minister);
- He/she will provide strong pastoral and spiritual support for all pupils and all members of the College staff community, including non-academic staff, and their families;
- He/she may be invited to attend meetings of the SLT when matters relating to Chapel or the spiritual, pastoral and liturgical life of College are being discussed.

The Senior Chaplain ministers across both schools and to both academic and non-academic staff, as well as to members of College Council, Parents, members of the wider community, and the two Heads, and as such the post-holder is regarded as a Senior member of staff. He/She has a one-to-one meeting with the Head of College on a weekly basis, and meets regularly with the Head of the Prep School. He/She attends weekly staff briefings at both schools.

Given the wide range of duties and expectations inherent in this post, the Senior Chaplain is expected to be pro-active in managing his or her own diary efficiently and effectively. He/She has the support of a part-time Chaplaincy Administrator.

In particular, the Senior Chaplain will, **in relation to Chapel:**

- Arrange all Chapel Services and ensure that all functions of the Chapel operate efficiently and happily;
- Plan and conduct Prep School services and assemblies and liaise closely with the Head of the Prep School over Chapel and pastoral issues;
- Work closely with the Directors of Music (both College and The Prep), the College Organist and other musicians in the planning and execution of liturgical services, the weekday services and Sundays, and also for special occasions and events;
- Select appropriate hymns for Chapel services, in consultation with the Directors of Music;
- Plan and conduct the major Chapel services of the academic year: Remembrance, Advent Carol, Christingle, Christmas, Epiphany, Passiontide, Speech Day, and the Leavers' Service;
- Prepare a termly Chapel Programme which both develops the moral, spiritual, and philosophical dimension of each pupil, and cultivate the practice of the 'examined life';
- Ensure there is an overlap between the Chapel and the PSHE programmes (known as Floreat/Thrive at the College and Prep), and that the aims of the PREVENT agenda and Fundamental British Values are promoted in Chapel;
- Ensure that visiting preachers comply with PREVENT requirements;
- Offer entertainment and hospitality to those invited to preach in Chapel, and ensure their expenses are covered;
- Encourage pupils and staff to speak regularly in Chapel, to receive a copy of their talk beforehand to monitor content and tone, and to offer them advice on how to speak well and effectively in public;
- Preside at, or ensure a minister can cover, the annual Christmas Eve carol service for the community;
- Appoint annually a senior pupil to take on the role of Keeper of Chapel – the Keeper being the pupil responsible for assisting during Chapel services (they are often a College Prefect)
- Ensure that servers are trained and readers are rehearsed;
- Create a Chapel calendar which ensures that each House equally shares in providing readers and servers;
- Chair the hymn book committee when it is convened by the Head;
- Submit an annual budget request to the Director of Finance and oversee the spending of the Chapel budget;
- Liaise closely with the Director of Development on ways in which the Chapel and the work of the chaplaincy can successfully attract both donations from benefactors and awards from grant-making trusts;
- Critically reflect on the effectiveness of Chapel services and be encouraged, from time to time, to experiment with new formats;
- Coordinate, with the Director of Charities, Community and Partnerships, on the selection of a Chapel Christmas charity.

In relation to the provision of pastoral care:

- Be available for consultation with the College Head, and the Senior Deputy Head Pastoral and Deputy Head Learning and Wellbeing (and others who manage the school), on any matter relating to the welfare of those who are members of the school community;
- To meet regularly with the College and Prep School Heads, and to offer them confidential listening and advice;
- To meet regularly with the Deputy Heads (Pastoral) and to offer them confidential listening and advice;
- Visit Boarding Houses on a regular basis and to liaise closely with Houseparents (HSMs);
- Exercise, as time allows, a 'ministry of presence' – that is, being regularly present at sporting, music, academic, theatrical and artistic events across both schools;

- Be available to any member of the College community (pupil or staff) for consultation, advice and support;
- Carry out occasional pastoral offices (or delegating such offices to others) – baptisms, adult confirmation preparation, funerals and weddings during term time;
- Coordinate marriage preparation for those granted permission.

In relation to the provision of spiritual care:

- Take every opportunity to contribute to the broader spiritual life of the College;
- Convene and chair a regular meeting of the College chaplains and to oversee the discussions of the College pupil chapel committee (chaired by the Assistant Chaplain);
- Enable pupils who are members of faith traditions other than Christian to practise their religion if that is requested;
- Co-ordinate the preparation for pupils wishing to be confirmed, and run preparation groups as necessary;
- Find time, each day, for private prayer, meditation and reflection.

In relation to the wider life of the Church of England:

- Develop good relations with the Diocese of Gloucester and be responsible to the Bishop of Gloucester (as Diocesan) whose license is necessary;
- Participate in the Diocesan system of professional review;
- Attend meetings of chaplains from the Rugby group of schools;
- Seek regularly the advice and counsel of a Spiritual Advisor outside of College;
- Make provision, every three years, to go on retreat;
- Respond positively to preach at other schools.

Partnership and Charity work

The current Senior Chaplain is also Director of Partnerships, and as such, oversees our community service programme, charity fund-raising by the prefect team and is Chair of Trustees of the local education partnership – the Cheltenham Education Partnership. There is scope for a new post holder to develop their portfolio in these areas, but at the outset it is not expected that the Senior Chaplain will fulfil these roles.

Teaching

Teaching an academic subject will be an advantage. Should the Senior Chaplain be a teacher, they would be required to teach a reduced timetable. Religious Studies (referred to internally as 'Theology, Philosophy and Ethics'), A level Philosophy or other subjects are acceptable. For a non-teaching candidate, there would be additional responsibilities within the College partnership and community work.

Skills and characteristics

- Vision and leadership;
- Creativity, compassion and energy;
- Outstanding teaching and communication skills;
- Excellent administrative and organisational abilities;
- An understanding of the independent school environment, ideally including boarding, would be an advantage.

Qualifications

- Be qualified to degree level
- Ideally, hold a teaching qualification or have equivalent experience
- Have been ordained in the Church of England (or hold a similar qualification)

Terms and Conditions

- The Senior Chaplain is expected to teach up to 16 periods per week, and to undertake duties and play an appropriate part in the co-curricular life of the College.
- The College has its own salary scale.
- Generous accommodation in the form of a four-bedroom house is also available to the Senior Chaplain if required.
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

Nov 2025