



School Chaplain – King Edward VI CEVC School, Bury St Edmunds
Three year fixed term contract
£28,000 per annum FTE

Job Description

PURPOSE

To support and develop the Christian ethos at King Edward VI CEVC School and provide pastoral support to everyone within the school community, particularly its most vulnerable students and their families.

REPORTING TO

Laura Mumford, Growing Younger Enabler

Responsible for (Line Manager)

N/A

KEY CONNECTIONS

King Edward VI CEVC School academic and pastoral staff, King Edward VI CEVC students and their immediate families, St Edmundsbury Cathedral and other churches in Bury St Edmunds, Diocese Mission and Ministry team, Social Services and other local outreach/support agencies.

PRINCIPAL ACCOUNTABILITIES

- Enhance, support and develop the Christian ethos and life of the school
- In conjunction with pastoral staff, provide pastoral care and wellbeing support to students, their families and staff as required
- Provide community outreach to the school's most vulnerable students and their families
- Work with St Edmundsbury Cathedral, local churches and other agencies to understand the needs of young people and develop discipleship pathways for young people
- Support young people to develop their leadership skills and gain confidence as a way is discerned to develop a youth congregation
- Provide ethical and spiritual development opportunities for all within the school, in both an academic and extra-curricular environment
- To demonstrate Christian faith in action
- To help safeguard students and staff
- To raise the aspirations, broaden spiritual wellbeing and moral values of students

DUTIES AND RESPONSIBILITIES

1. Pastoral Care

- To provide roving pastoral support and care for students at every break and lunchtime unless running a club
- Look for and seek to engage with students who are vulnerable and on their own during breaks and lunchtime
- Run an anti-violence programme after school for students who have committed such acts in the school
- Conduct home visits for any student on roll who is not accessing a successful education at school for any reason
- Work closely with the Headteacher, Heads of Year and Pastoral Support Managers in responding to students' identified needs
- Support the transition to King Edward VI CEVC for students from local church primary schools

2. Christian Ethos and Education

- Attend all staff briefings and whole staff meetings and relevant training events
- Support the school assembly programme through church-led assemblies and spiritual contributions as needed
- Seek to build and develop a volunteer team both to support the chaplaincy at the school and help to create and support a youth orientated congregation
- Attend whole school events and network with parents
- Liaise with and support the music department and choral scholars at the school
- Prepare weekly tutor resources on deep questions on the areas of theology, ethics and philosophy
- Enhance the worship provision offered for festivals and special occasions and pastoral situations drawing on the rich Anglican traditions and using the church calendar
- Liaise with St Edmundsbury Cathedral, local churches, communities and the Head of RE to support the delivery of high-quality Philosophy and Ethics material at both KS3 and KS4

3. Personal and Administrative

- Develop effective professional relationships with school colleagues and external stakeholders
- Uphold public trust in the Church and the teaching profession and maintain high standards of ethics and standards within and outside the school environment
- Adhere to all King Edward VI CEVC School policies and procedures
- Contribute to supporting both the School and Church's values and vision and ensure both are represented and understood
- Make a positive contribution to the spiritual, ethical and moral ethos of the school
- Actively promote the safety and wellbeing of students and staff
- Take responsibility for own ongoing personal professional development

DECISIONS:

The jobholder will:

- Need to prioritise work throughout the day, ready to change to a different task or respond to student or staff needs as required
- Act with authority and confidentiality to prevent or minimise risks
- Understand and act within the statutory frameworks which set out their professional duties and responsibilities

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
Good general level of education Proven Safeguarding Training/Qualifications	Recognised youth work and/or chaplaincy qualification Ordained status
Skills and Knowledge	
<p>Strong written and verbal communication skills</p> <p>Proven ability to work effectively within a team</p> <p>High level of empathy and tolerance towards others</p> <p>Proven ability to build effective working relationships and trust with a range of stakeholders at all levels and from all faiths</p> <p>A proven ability to clearly and effectively communicate the Christian faith</p> <p>Experience of handling sensitive and confidential information in an appropriate manner</p> <p>Proven ability to lead Christian acts of worship</p>	<p>An understanding of teenage development</p> <p>Knowledge of local challenges and issues facing young people</p>
Work-related Experience and Personal Qualities	
<p>Regular church community attendance</p> <p>Ability to relate to the issues and concerns facing children of secondary school age</p> <p>Reliable, discreet and empathetic</p>	<p>Experience of working with/supporting children of secondary school age</p>

<p>Positive and enthusiastic approach to work, problem solving and engaging with others</p> <p>A willingness to participate in a range of school and outreach activities</p> <p>A willingness to learn new skills and take part in on-going professional development</p> <p>A commitment to the highest standards of safeguarding</p> <p>A commitment to furthering the goals, vision and values of both the School and the Church of England</p>	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

Contract	This is a fixed term contract for 3 years and is externally funded.
Salary	The salary for this post is £28,000 per annum full time or pro rata if less than 35 hours worked per week and dependent upon experience.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	The equivalent to 35 hours per week as agreed with line manager, some flexible working is required e.g. working some evenings and weekends. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	King Edward VI CEVC School, Bury St Edmunds
DBS	The appointment is subject to an enhanced DBS check

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS check where required.

For an informal conversation please contact: Laura Mumford via 07394 559889 or laura.mumford@cofesuffolk.org

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org/vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

Applications marked 'Confidential Application' to be sent to: HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 4th July 2025

Interview date: 17th July 2025