CHAPLAIN

CANDIDATE INFORMATION

King's Worcester

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



Welcome

Thank you for your interest in the role of Chaplain at the King's School Worcester.

The King's Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 780 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 160 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 210 pupils aged 2–11. All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

At the core of the King's Foundation is a steadfast commitment to delivering an outstanding education which is made possible by our exceptional staff. We are proud to foster a strong, supportive, and inclusive professional community built on trust, respect, and collaboration.

Our Schools are exciting and rewarding places to work, and we are delighted that you are considering joining us. Our professional family includes a wide range of teaching and support roles, each playing a vital part in the life of our Foundation. Central to our ethos is a friendly and welcoming atmosphere, underpinned by excellent relationships between staff and pupils who are encouraged to work hard, play hard, and look after each other.

Our search for the right candidate for this role is important to us, and we know it is important to you too. Please take the time to explore the details within this booklet. If this opportunity strikes a chord with you, we look forward to receiving your application, to meeting you in the weeks ahead, and – if successful – welcoming you to our community.

Thank you for your interest in King's Worcester. We hope this marks the beginning of a fulfilling and inspiring journey with us.



Ben Charles
Head of Foundation

Job Description

King's Worcester is inseparable from the history and life of Worcester Cathedral. The Foundation educates the Cathedral Choristers and King's Scholars and remains part of the Cathedral Foundation established by King Henry VIII in 1541, yet our story reaches back beyond the Reformation, through the medieval Priory to the enduring example of Saint Oswald and Saint Wulstan, whose vision of faith, learning and service continues to shape our community.

Today, Cathedral and School remain closely connected through worship, music, scholarship and shared values. This relationship forms a distinctive part of the Foundation's character and provides the context within which the new Chaplain will exercise their ministry.

Our Chaplain will be responsible to the Head of Foundation whilst working in liaison with the Heads of King's Hawford and King's St Alban's Prep School, the Foundation Leadership Team, our Designated Safeguarding Lead, Pastoral team and other staff, including the Head's PA, Alumni and Development team, Music and Drama Departments, Director of Operations, Marketing and Admissions Teams, and other support staff, and Worcester Cathedral.

This is a permanent role, commencing September 2027. We are happy to consider applications from those interested in either full-time or part-time employment. Please indicate your preference in the supporting statement of your application.

The successful candidate will be:

- An ordained priest of a church in communion with the Church of England, supportive of the Christian witness of Worcester Cathedral.
- A Christian leader of the Foundation's spiritual life through personal example and encouragement of others, with the proven ability to create and lead inspiring relevant worship which engages pupils, staff, and families thereby nurturing the Christian ethos of the school community.
- A Chaplain to the whole Foundation community - pupils, staff, and families, and to those of any faith or none within that community.
- A bridge-builder who will foster and maintain excellent relationships with Worcester Cathedral, local churches, and the community.
- An engaged member of the Foundation's staff community who, ideally, is able to teach Religion and Philosophy up to and including A-level (although this is not a pre-requisite for appointing the right person).
- A champion of all areas of Foundation life who attends designated school events, particularly when pupils and families are present.
- An empathetic and able listener and communicator.
- Faithful to canon law and to their ordination vows, and to renewing them annually as a licensed priest in the Diocese of Worcester.
- Faithful to the code of professional conduct of the clergy as published by the Church of England and the code of professional conduct for teachers, as outlined in the Foundation's Staff Code of Conduct.



The main responsibilities of the role are:

Leading Worship

- Teach, encourage and nurture Christian faith amongst all members of the Foundation community.

Job description

- Arrange a programme of regular worship and special services for the year, in consultation with the Head of the Foundation.
- Plan and lead services in the Cathedral and worship throughout the Foundation prepared in consultation with the appropriate member(s) of the Foundation Leadership Team and others (including the Music and Drama Departments, who may help to enrich services).
- Invite visiting speakers to contribute to Foundation worship, conducting appropriate checks as required.
- Select and rehearse lesson readers and prepare sermons and talks along with other contents for individual services.
- Oversee the choice, planning and presentation of material chosen by staff and pupils for services.
- Arrange appropriate training and rehearsal time for those participating in services.
- Organise special services such as beginning and end of term services, the Admission of Scholars Service, the Service of Remembrance, Carol Services, School Eucharists, and Confirmation Services.
- Organise all aspects of the worship programme, including the publication of service details, invitation and reception of visiting speakers, Old Vigornians, families and other visitors, refreshments and reimbursement of travelling expenses. Produce written orders of service for the special services and orders of service for special occasions.
- Conduct baptisms, weddings, funeral services and memorial services from time to time, offering pastoral care in preparation and making necessary arrangements for orders of service and any other requirements.
- Help with the training and supervision of others to assist in the spiritual and worship life of the Foundation schools.

Spiritual and Pastoral

- Support the running and delivery of faith-based pupil groups, such as Christian Union.
- Initiate other Foundation-wide chaplaincy group meetings as appropriate.
- Deliver a programme of Spiritual Literacy sessions in the Senior School to pupils in the Middle Years, as scheduled with the Head of Middle Years.
- Prepare candidates for Baptism and Confirmation, Reception into the Church of England and to receive Communion before Confirmation, making all necessary arrangements with their families and the Bishop and Diocese of Worcester.
- Support School Choristers and those who look after them.
- Liaise and collaborate professionally with representatives of the Three Choirs Schools Group, as appropriate.
- Provide pastoral care and support for all pupils and staff of the Foundation. In this aspect of his or her work the Chaplain will liaise, as appropriate with the Pastoral Teams.
- Be in touch with and available to all members of the Foundation community, of all faiths and none.
- Support pupils, their families and staff at times of particular stress, distress and need, especially during serious illness, loss, and bereavement.
- When appropriate, make home and hospital visits.
- Provide assistance, support, advice and guidance on practising faith.
- Foster an understanding of the Christian faith and place within the worldwide church for children and young people.
- Support the Foundation's welfare structures, attending Pastoral Team meetings as required

Job description

and participating in specialist team around the child meetings as necessary.

- Support the Foundation's readiness under the Independent School Standards, with a particular focus on Part 2: Spiritual, Moral, Social and Cultural development of pupils
- Be involved in Initial Teacher Training, induction of new staff and INSET on the role of Chaplaincy and faith at King's School Worcester.
- Actively promote and safeguard the welfare of all pupils, reporting any concerns in a timely manner.

Teaching

Ideally, teach half a timetable of Religion and Philosophy in the Senior School up to and including A-level, this timetable having been set to facilitate the provision of Chaplaincy across the Foundation. The Chaplain will be required to fulfil all tasks as expected of teaching staff (such as cover, invigilation, and other School duties) commensurate with their teaching responsibilities.

Applicants should have a willingness to develop their pedagogical skills within a supportive and forward-looking professional learning community. They will have the ability to adapt to the needs of pupils while also being a good team player.

The successful candidate will also provide an excellent example of the attributes expected of all teachers at King's, which are outlined below.

If delivering the teaching aspect of this role, the successful candidate will be expected to:

- Teach to the highest standard across the age and ability range.
- Demonstrate in-depth and confident knowledge of Religion and Philosophy.
- Cater for learners of different types and abilities.
- Maintain class interest and lesson pace and maximise learning, in part by means of a varied range of resources.
- Demonstrate in-depth, current, and confident knowledge of relevant examination specifications, and prepare pupils thoroughly for examinations.
- Promote positive attitudes in the classroom, encouraging respect, tolerance, co-operation, courtesy, and self-control at all times.
- Record and report the details of each pupil's progress, achievement, and effort.
- Support pupils and colleagues fully in the organisation of a diverse range of tasks, from examination preparation and marking to organising trips and workshops.
- Maintain regular effective communication with colleagues and attend Department meetings.
- Review their own effectiveness in their respective role.
- Develop their own range of skills and knowledge.
- Actively promote and safeguard the welfare of all pupils, reporting any concerns in a timely manner.
- Maintain standards and implement the department's and the School's policies and procedures.

Other

Our new Chaplain will hold a distinctive position, and it is important that all members of the Foundation community feel able to approach them for advice and support. The Chaplain is expected to adhere to Foundation policies on safeguarding and all matters, as well as to the stipulations of their licence as priest. As they may sometimes be a confidant(e) of the Head of the Foundation, it is essential that a good rapport and a high level of trust exist between them; the Chaplain will be supportive of the work of the Head of Foundation whilst the Head of Foundation shall have confidence in the ministry, influence and wisdom that the Chaplain exercises.

Person Specification

It is expected that the Chaplain will demonstrate a range of qualities, skills and experience as outlined below:

QUALIFICATIONS AND TRAINING	Essential	Desirable
An ordained priest of a church in communion with the Church of England	✓	
Appropriate degree	✓	
Evidence of recent and relevant professional development	✓	
DfE recognised Qualified Teacher Status		✓
EXPERIENCE	**Essential**	**Desirable**
Proven experience of planning, leading, and coordinating worship, including regular services, major liturgical events, and special occasions within a church, school, or other faith-based setting.	✓	
Excellent pastoral care skills, with experience of supporting individuals through personal challenges, illness, bereavement, and significant life events with sensitivity and compassion.	✓	
Experience of mentoring, training, or developing others, including volunteers, pupils, staff, worship participants, or faith group leaders.	✓	
Experience of chaplaincy in a school, university, or other educational setting.		✓
Experience of preparing candidates for Baptism, Confirmation, and other sacramental ministries.		✓
Experience of supporting Christian groups, prayer groups, or youth ministries.		✓
Experience of working with families and supporting community engagement initiatives.		✓
Successful teaching experience of Religion and Philosophy to KS5 (including teaching practice)		✓
Successful experience of being a form tutor		✓
SKILLS AND ABILITIES	**Essential**	**Desirable**
Strong Christian faith and theological understanding, with the ability to communicate Christian beliefs and values in a way that is engaging, relevant, and accessible to children, young people, and adults.	✓	
Ability to build trusting relationships across a diverse community, engaging effectively with pupils, staff, parents, governors, clergy, and other external stakeholders.	✓	

SKILLS AND ABILITIES contd	Essential	Desirable
Outstanding communication and public speaking skills, including the ability to deliver sermons, talks, assemblies, and presentations that inspire and engage a wide range of audiences.	✓	
Strong organisational and administrative abilities, with experience of coordinating events, managing multiple priorities, preparing service materials, and overseeing logistical arrangements.	✓	
Ability to work collaboratively within a multidisciplinary environment, establishing effective partnerships.	✓	
Teach to the highest standard		✓
Demonstrate in-depth and confident subject knowledge		✓
Strong classroom management skills to maintain class interest and lesson pace and maximise learning		✓
Ability to use innovative and interactive teaching methods		✓
Communicate sensitively, proactively and effectively with all stakeholders		✓
Demonstrate recognition of the importance of supporting pupils and colleagues fully in the organisation of a diverse range of tasks, from examination preparation and marking to organising trips and workshops		✓
Cater for learners of different types and abilities and set achievable and aspirational targets for all		✓
Ability to promote positive attitudes in the classroom, encouraging respect, tolerance, co-operation, courtesy and self-control at all times		✓
Proactively demonstrate a thorough understanding of, and commitment to a teacher's role in safeguarding young people	✓	
Set and maintain high expectations		✓
Undertake effective monitoring of pupil progress		✓
Develop own practice		✓
Experience of, or ability to provide guidance and support to those applying for post-18 courses in related fields		✓

Person Specification continued



OTHER FACTORS	Essential	Desirable
Understanding of safeguarding, confidentiality, and professional boundaries in an education setting, particularly when working with children, young people, and vulnerable individuals.	✓	
Commitment to promoting the spiritual, emotional, and personal development of young people, supporting their exploration of faith, values, purpose, and wellbeing.	✓	
Knowledge of the Church of England's liturgical traditions and practices.		✓
Understanding of independent school culture and the role of chaplaincy within a school environment.		✓
Demonstrate enthusiasm for and enjoyment of teaching		✓
A willingness and ability to play a key role in delivering co-curricular activities for pupils		✓
Enthusiasm to review own effectiveness in the role and develop skills and knowledge	✓	
Commitment to the timely and accurate reporting of the details of each pupil's progress, achievement and effort		✓
Good emotional intelligence and a sense of humour	✓	
Commitment to equity, diversity and inclusion	✓	



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?
Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2026)*

Our commitment to safeguarding
The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.



Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.

Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo appropriate safeguarding and child protection screening, including enhanced Disclosure and Barring Service (DBS) checks, verification of references and employment history, checks with previous employers, and an online search prior to the appointment being confirmed. Shortlisted candidates will also be required to complete a self-declaration regarding any criminal record or other information that may affect their suitability to work with children. Details of the Foundation's policies on safeguarding and promoting the welfare of children, as well as our equal opportunities policy, are available on request.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Applications deadline: 9am Monday 16th November 2026

Interviews are currently planned for w/c 30th November

We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

