



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of School Chaplain (Part Time)

Required for January 2024

THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school of Charitable purpose and Christian principle, providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 119 children in Early Years (79 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 313 pupils in the School’s Prep (ages 5-11) and 526 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School, approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. It is attractive to parents to have all their children in one school and it is a great advantage for the School to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 239 families have more than one child in the School and 30 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added inclusivity, compassion, integrity, humility and courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper.

SENIORS

526 STUDENTS
AGED 11-18
298 BOYS / 228 GIRLS

PREP

313 PUPILS
AGED 5-11
166 BOYS / 147 GIRLS

NURSERY / PRE-PREP

119 CHILDREN
AGED 3 MONTHS – 5 YEARS
62 BOYS / 57 GIRLS



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THE CHAPLAINCY

The School's dedicated Chapel sits prominently within the School site. It is a beautiful building, which provides a place of peace and reflection for staff and students of all ages. The Chapel is often the first building that Old Birkenians returning to the School site request to visit – an indication of the importance the building and the School's faith and values hold for the community.

The School's Chaplain oversees the spiritual provision for children and students throughout the School, irrespective of faith. This spiritual provision is central to the identity of the School, and therefore the Chaplain is expected to be at the heart of the School community, playing a key role in the life of the school.

The main focus is to provide a Christian presence within the School, providing the lens through which real world issues can be examined. The School places considerable importance on the community sharing core values including integrity and respect for the opinions and faith of each individual.

THE ROLE AND RESPONSIBILITIES

We are seeking to appoint an energetic and inspirational Chaplain who is open-minded, tolerant and respectful of each of the major world faiths to join us on a part-time contract. The role would suit a positive individual, potentially looking to supplement hours worked elsewhere, and who would enjoy working within a long-established, vibrant and warm School community.

There is considerable flexibility around the role which could involve all, or some, of the below, and up to 16 hours a week – what is more important for the School is to appoint a candidate who shares the School's values and the importance of community, rather than the ability to cover all areas of the below:

Weekdays

- Organisation and delivery of weekly Chapel Services for:
 - Seniors (Year 7 – Upper Sixth)
 - Prep (Year 3 – 6)
 - Little School (Reception, Years 1 and 2)
- For the right candidate, there may be the opportunity to teach some lessons within a curriculum subject, or provide some 'cover' lessons

Sunday Evensong (during Term time) and Chapel 'Admin'

- Organisation and delivery of the weekly Sunday Evensong service (6.30pm), including inviting visiting preachers to participate and identifying readings accordingly to weekly lectionary, leading intercessions and occasional preaching
- Ensuring Chapel supplies such as hymn books, bibles, wine, wafers and candles are ordered as necessary
- Ensuring Chapel linens are changed according to the liturgical season
- Ensuring the accurate record keeping of services held in Chapel

Special Events

- Planning and organising Confirmation services and the preparation of candidates
- Acting as the point of contact for requests for use of Chapel, and officiating at weddings, funerals and baptisms (a small number every year)



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- Planning and leading the start of the academic year and three end of term services at St Saviours Church, Oxton – including the booking of the Church
- Planning and leading special services in Chapel throughout the School year e.g. Advent Carols, Nine Lessons and Carols, Christmas Eve Eucharist, Ash Wednesday Eucharist and the Leavers' Service

Pastoral

- The role holds no formal pastoral responsibility but it is hoped that the successful candidate will have a natural inclination to support staff and students, especially in matters such as bereavement

All staff have the responsibility to:

- Ensure all documentation produced is to a high standard and is in line with the “brand” style
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- To promote the area of responsibility within the School and beyond
- To represent the School at events as appropriate
- To support and promote the school's ethos and values
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post

The Chaplain works closely with a number of members of staff, not least the Director of Music, and reports directly to the Headmaster.

THE PERSON

The ideal candidate will have:

- Been ordained – but this is not essential
- Experience of organising Assemblies/Liturgies
- Experience of working within an educational and diocesan context
- Experience of working with young people
- Be positive, enthusiastic, confident and diligent
- The ability to:
 - Empathise with students of all ages within a School situation
 - Develop and maintain good relationships with students and colleagues
 - Recognise and appreciate the confidential nature of some work undertaken and work to School policies regarding confidentiality
- A sound understanding and awareness of Safeguarding procedures
- Excellent organisational and administrative skills
- A high level of literacy and communication skills
- The ability to meet deadlines



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REMUNERATION & BENEFITS

Salary

Birkenhead School operates its own salary scale. Remuneration will reflect the experience and expertise of the successful candidate, anticipated to be between £28,457 - £32,739 FTE. (*Paid pro rata based on weekly hours worked over 36 weeks of the year therefore actual salary £9,106 - £10,476*)

Hours

This is a part-time, mainly term time role, anticipated to be up to 16 hours a week (working 36 weeks per year), depending on the tasks agreed above. This flexibility can be discussed with the Headmaster at interview. The post holder will be required to work as necessary to carry out the duties of the role.

Holiday

You will be entitled to 35 days' leave per year (*pro rata*) including Bank Holidays and Christmas Shutdown, to be taken during School Holidays.

Pension

The School operates an auto-enrolment pension scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards:

- Working with fantastic young students
- Working as part of a committed team
- Membership of a Pension Scheme
- Membership of the Employee Assistance Programme
- Term time is approx. 34 weeks
- Free use of the fully equipped on-site gym
- Support for your continuous professional development

APPLICATION

Candidates are welcome to contact the Headmaster, Mr Paul Vicars at headmaster@birkenheadschoo.co.uk with any questions relating to the role, or if they wish to visit the School prior to application.

A letter of application indicating skills and experience, together with a completed application form, including the names and email addresses of at least two referees, should be sent for the attention of the Headmaster via: chw@birkenheadschoo.co.uk

Applications may also be sent by post to: **Cheryl Wallace (Personnel Manager), Birkenhead School, 58 Beresford Road, Oxtan, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: www.birkenheadschoo.co.uk

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to



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ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of staff.

The closing date for applications: 9.00am on Monday 9th October 2023.

Successful candidates are likely to be invited to interview during the week commencing Monday 30th October.

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.