



DONHEAD PREPARATORY SCHOOL

Lay Chaplain



Candidate Information Pack

CURIOSITY • CREATIVITY • COMPASSION

The Role

Donhead Prep School in Wimbledon is looking to appoint a Lay Chaplain who will have the primary responsibility for day-to-day Christian life of our Catholic community.

The Lay Chaplain at Donhead is responsible for devising, developing, promoting and running a wide-ranging chaplaincy programme which appeals to the full range of ages (from 3 to 11 years) and degrees of religious interest of the pupils, their parents, and the staff and wider community of the school.

The person appointed to the post of Lay Chaplain will need to have diverse skills and interests underpinned by an active and well-articulated faith which accords with the life and teaching of the Roman Catholic Church and the Jesuit identity and mission of the school.

It is anticipated that this role at will be for 2 days a week. However, it could be flexible and extended to 3 days with some RE teaching.



About Us

Donhead Preparatory School is a vibrant, exciting, and fulfilling place in which to work. We have enthusiastic pupils, supportive colleagues, and a full programme of CPD for all members of staff. The school is characterised by a warm, welcoming, and supportive atmosphere. New colleagues are supported through an introduction and ongoing training in Jesuit Education.

We offer a variety of benefits, such as:

- Competitive salaries and generous pension schemes
- Free refreshments during term time and free lunches
- Access to Health Assured Employee Wellness
- Access to the Global Jesuit Schools' Network
- Extensive professional development opportunities
- Staff discount on fees for a child attending Donhead
- Free life assurance benefit and personal accident cover
- Competitive terms and conditions of employment

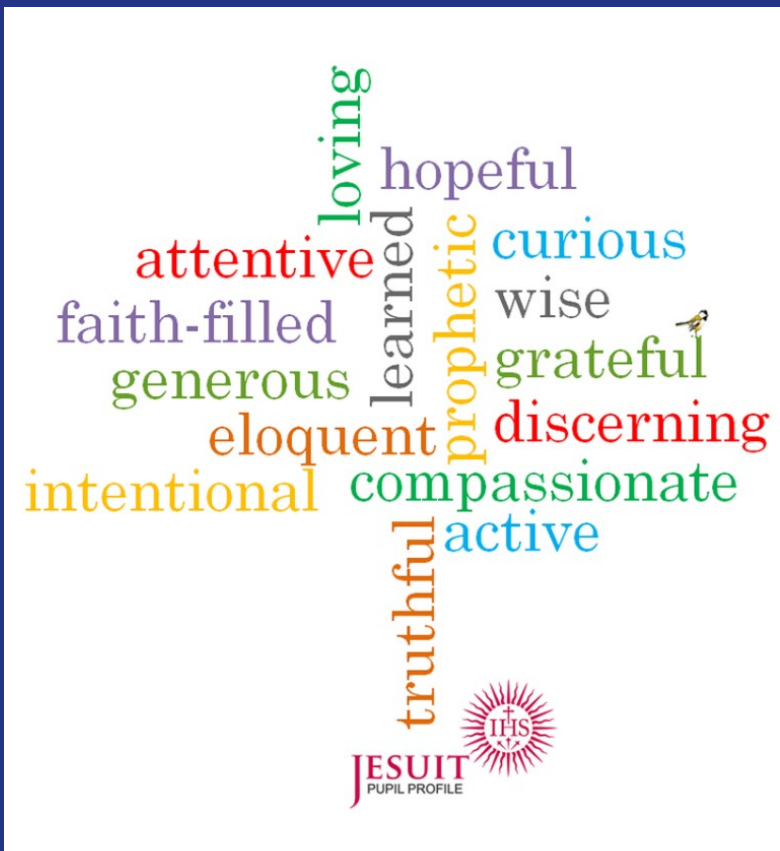
Donhead is committed to safeguarding and promoting the welfare of children and expects every member of staff to share in this commitment.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

Donhead is an equal opportunities employer.



Our Mission Statement



The aim of Jesuit education is ‘improvement in living and learning for the greater glory of God and the common good.’ Forming intellectually competent, good, and virtuous young people through education has been the work of Jesuit schools since 1548. It is an enterprise which is desired by parents for their children and in which all teachers can share.

At Donhead we strive to ensure that the children are growing to be:

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

Job Description

The roles and responsibilities of the Lay Chaplain include:

1. Praying daily for the needs of the school community.
2. Maintaining presence around the school and at school events, engaging with pupils and staff regularly.
3. Attending Staff Meetings and contribute to issues which have moral, spiritual and pastoral implications.
4. Preparing a termly report for the Governors' Safeguarding, Pastoral & Chaplaincy Committee and attending termly meetings.
5. Preparing school liturgies (including whole-school and year group celebrations of the Mass, morning Mass, Marian and Lenten devotions, Reconciliation Services). Duties include preparing readers, altar servers and others involved in the liturgy, and liaising with the Priest celebrant and the Director of Music.
6. Organisation of Eucharistic Ministers.
7. Developing opportunities for prayer and meditation for pupils, staff and parents.
8. Promoting the faith development of staff, including the induction of new staff.
9. Encouraging participation in the Jesuit Institute's Shared Vision Programme and Retreats.
10. Caring for the school chapel as a well-kept and inviting place for pupils and staff; and the sacristy, ensuring resources needed for the celebration of the liturgy are maintained.
11. Preparing materials to be used by class teachers with their classes.
12. Devising and running the Chaplaincy programme (with appropriate events and activities for each year group).
13. Preparing and leading assemblies, sometimes in collaboration with class teachers and pupils.
14. Involve pupils in charity work and outreach work, as appropriate, and in association with Jesuit Missions.
15. Working with the RE Department to support the RE curriculum.
16. Offering support and first level counselling as needed by individual pupils, staff and parents (especially in times of personal and family crisis such as bereavement).
17. Liaising and fostering links with local parishes and with the Diocese of Southwark.
18. Liaising with the Jesuit Province, with other Jesuit schools and apostolates, and with the Provincial Delegate for Education, including playing an active role in meetings of the Jesuit School Chaplains; developing links with the wider international Jesuit network including through the Companions' Programme and Jesuit Missions.
19. Preparing for the Annual Visitation from the Provincial of the British Province of the Society of Jesus.
20. Managing volunteers and staff, including Jesuits in formation, who may, from time to time, be assigned to the chaplaincy.
21. Creating displays of images, information and pupils work around the school to promote the Christian and Jesuit identity and mission of the school and the work of the chaplaincy.
22. Any other additional duties as agreed with the Headteacher.

Person Specification

The person appointed to the post of lay chaplain will need to have diverse skills and interests underpinned by an active and well-articulated faith which accords with the life and teaching of the Roman Catholic church and the Jesuit identity and mission of the school. Specifically:

1. You will be a baptised and practising Roman Catholic lay man or woman, committed to the spiritual and personal development of young people of primary school age.
2. Above all, you will enjoy the company and challenge of young people in their younger years, and have an easy and accessible manner which combines openness and engagement with challenge and formality.
3. You will have a degree or other experience or qualification that suits you to a lay chaplaincy role in the Roman Catholic church.
4. You will have good social skills, both with young people and with adults (parents and staff), showing flexibility where needed but also accountability and a high degree of reliability and formal organisation required in a school context.
5. You will have a good sense of the Church's liturgy and be able to recruit and enthuse pupils to take part in a variety of roles in school worship. Competence in music would be a welcome skill.
6. You will be confident in leading large and small, formal and informal, groups of pupils and adults.
7. You will be an articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel.
8. You will have good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables, obtaining and conserving resources, delegating responsibilities and providing clear briefings and instructions.
9. You will have the freedom and willingness to work flexibly, including in the evenings and weekends, and to arrange your working days and hours to ensure you have entitlement to time off but are available for school events and activities as needed.
10. You will have a commitment to the development of your own skills as a Lay Chaplain through appropriate prayer, study, and participation in formation courses and conferences.

The person appointed will be expected to have a clear Disclosure and Barring Service (DBS) enhanced check and for there to be no concerns with regard to the safeguarding of children and vulnerable adults.

How to Apply

All candidates invited to email Celeste Franklin, the Headteacher's PA at Headteacherpa@donhead.org.uk, to express interest in the role and request an application form.

Early applications are strongly encouraged as we reserve the right to appoint at any stage during the process. CVs will not be accepted.

Please visit our website for further details about Donhead.

If you have any questions or would like to visit the school prior to application, please contact the Headteacher's Office on Headteacherpa@donhead.org.uk or by calling 020 8946 7000.

Shortlisted candidates will be contacted by phone or email to invited for interview.

All candidates are requested to bring proof of photo I.D., evidence of their right to work in the UK and original copies of qualifications to their interview.

Deadline for applications is 7th February 2025 at 10am.

Interviews will be arranged with individual candidates.

