



**TUDOR
HALL**

Chaplain INFORMATION PACK



The School

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 300 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.



Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results. In the summer of 2024 the girls have achieved 69.5% A*– B grades at A Level or equivalent and 54% 9–7 grades at GCSE with 96% achieving 9–4.

Chaplain

The Chaplain is a vital member of a school community, with a unique congregation. The pupils, staff and parents come from all walks of life. They are all united in focussing on ensuring the pupils are happy, flourish and make the most of their education. It means your congregation need a unique type of support. The school community welcomes people who practise all faiths (including those with none), so you'll need to be a friend, adviser and spiritual guide to them all in a multi-faith environment. You'll be there for whoever needs you to be.

The Chaplain's post is held by an Anglican priest and that person is available to celebrate the Eucharist, take school services, counsel pupils and staff and prepare and lead in various other school services. The Chaplain also prepares girls for confirmation which is held once a year. The school is committed to a high standard of collective worship. The boarders attend a service on a Sunday and the Chaplain leads the whole school in key services throughout the year.

The Chaplain is a key member of the school's pastoral support and is the first port of call for many pupils and parents. Professional supervision is provided to assist the Chaplain to work effectively at all times.

The Chaplain is normally a full-time residential role but is not a requirement and can be non-residential and the school will also consider part time should this be of interest. These points can be discussed further at interview.

The Chaplain may teach a number of lessons each week and applications are welcome from those with teaching experience in any subject. There is flexibility in this respect, however, and applications are not restricted to those candidates with teaching experience. Candidates should state subject areas in which they are qualified and willing to teach, if applicable.

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

- work alongside staff, pupils, and parents to ensure the spiritual flourishing of young people and the school community at large.
- preach and teach, provide pastoral care, and lead assemblies and services
- in terms of seniority, share the position of the person you're talking with, from the Headmistress to the most junior Gap Student.
- hold a space for staff and pupils to come and pray or to be quiet for a while within the busy school day
- support of staff's spiritual and personal wellbeing and seek to uplift all members of the staff team.
- help with running clubs or activities for pupils and staff, to promote wellbeing and community building
- navigate the school through times of tragedy and crisis.
- If applicable, may take of a teaching role as a full member of the staff.
- The post holder is encouraged to undertake training relevant to the responsibilities of the role.

Duties and Responsibilities

Key responsibilities for the Chaplain include, but are not limited to:

- maintaining and developing the spiritual ethos of Tudor Hall as an Anglican Foundation School;
- working to maintain a mutual respect and understanding amongst individuals of different faiths or none;
- leading the Sunday Service at Tudor Hall
- being available in school for any pupil who requires pastoral support or advice;
- providing ongoing support and resources necessary for the spiritual growth and development of each pupil regardless of faith or belief;
- liaising closely with the Deputy Head Pastoral, Housemistresses, , Tutors and the Health Centre staff to identify any pupil who may have a welfare-related problem and requires support;
- attending, where appropriate, all meetings that deal with pastoral issues concerning pupils;
- encouraging and supporting the awareness and understanding of faith practice across the whole community by visiting all houses on a regular basis;
- showing an interest in the progress and activity of pupils and school-related activity of parents;
- providing moral or spiritual support appropriate to the role of Chaplain;
- providing a spiritual oversight for the whole school community including pupils, staff, governors, parents and the wider school community;
- leading and/or overseeing school Christian discussion groups;
- maintaining the Chapel as a safe creative space for reflection, meditation, and learning;
- managing the resources and budget available to the Chaplaincy;
- preparing candidates for confirmation and organising the annual Confirmation Service;
- supporting the school's charitable efforts;
- inviting visiting preachers and lay people to participate in and take Chapel services from time to time;
- arranging the programme of services including special services throughout the schools, including Carol Services and the Leavers' service;
- arranging and leading prayers for the community, as and when required;
- forging links with local churches and the wider community of Banbury;
- organising and conducting occasional services as required and requested by the school community (weddings, baptisms, funerals);
- participating in the co-curricular programme of the school;
- undertaking any other duties as may reasonably be required by the Headmistress.
- The Chaplain oversees staff welfare and works closely with the HR Manager to provide confidential support to individual members of staff when needed. Specifically, the Chaplain:

- offers confidential support to the Headmistress, Deputy Head Pastoral, and the Senior Leadership Team;
- takes a neutral role on the Staff Consultative Body, providing support to all constituents before during and after the meetings;
- organises the gifts for staff leaving Tudor at the end of every term;
- Teaching and Learning (where relevant) demonstrating great enthusiasm for their subject, promoting it throughout the school and encouraging departmental colleagues to do so, too;
- demonstrating strong knowledge and understanding of the concepts and skills of their subject;
- familiarising themselves with schemes of work and examination specifications for external examinations and ensuring that these are adhered to and covered in the time allocated;
- ensuring where possible teaching is underpinned by the appropriate practical work;
- ensuring thorough assessment of students' progress including marking of preparation and setting and marking of regular tests and examinations;
- having a progressive approach to the teaching of their subject, ensuring lessons are both engaging and relevant to the students.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, recognising areas of development and aspirations. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

Person Specification

The successful candidate will have:

- be a fully ordained Minister in the Church of England;
- be a well-qualified graduate of theology or another subject with evidence of excellent oral and written communication skills;
- show a demonstrable commitment to the Christian faith and the ability to utilise this in their work with the school
- have the emotional resilience to be a good listener and counsellor who displays an empathic approach at all times with a genuine motivation to work with children and young people;
- be a strong diplomat and leader with the ability to foster strong relationships with the wider community
- have the ability to work collaboratively and effectively as part of a wider team
- be a well organised self-starter who can shape and deliver a complex set of activities with minimal supervision
- organise and deliver school chapel services and assemblies
- curate the liturgy for school services at other schools
- Demonstrate evidence of diplomacy, discretion, professionalism and an ability to keep one's counsel at all times;
- be willing to contribute fully to wider school life
- have sound IT skills
- display a high level of attention to detail
- be willing to take part in continuing professional development
- Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people;



Working at Tudor

We are in an enviable position in one of the most accessible parts of the UK surrounded by beautiful countryside and yet within walking distance of Banbury. Direct trains from Banbury station to London Marylebone take 55 minutes, to Birmingham 45 minutes, with many more direct destinations accessible including Newcastle, Manchester, Reading and Bournemouth. Access to junction 11 of the M40 is at Banbury with links to London and the Midlands.

The local area around Tudor Hall is made up of pretty ironstone villages and is home to great walking and cycling with plenty of places to stop for a drink or a bite to eat. Stratford upon Avon is half an hour away, the regency town of Leamington Spa is also close by. Both offer a great array of independent shops, places to eat, cultural and leisure activities. We also have Oxford and everything that it offers within striking distance.

The community at Tudor Hall is friendly and welcoming with many staff living on site. The full boarding nature of the school means that there is always plenty going on in the evenings and at weekends and new staff feel they very quickly become a valued part of the community.

Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme after three months' service;
- Training opportunities for personal and professional development;
- 40% day fee pupil discount (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential counselling, advice and information service;
- Active staff social group offering clubs and activities including: 5-a-side football, running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Subsidised meals in term time;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.

Terms and conditions as per Employment Contract

Post:	Chaplain
Hours:	Full-time, Term Time only, during school terms the employee shall work all school hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
Salary:	This is a key pastoral role within the School and remuneration will be negotiated with the preferred candidate. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 st September each year.
Probation period	Six Months.
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	The School offers a defined contribution pension scheme for teaching and support staff. Full details will be provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: i. In the first 12 weeks of service – 7 days. ii. In the first year of service, after 12 weeks – 4 weeks. iii. After the first complete year of service – 8 weeks and a further discretionary 16 weeks half pay.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing.

How to apply

The closing date for applications is 13:00 on Wednesday 7th May 2025.

Please enclose with your application:

- the completed application form;
- a covering letter not more than 2 pages (total), addressed to Ms Julie Lodrick, summarising your suitability for the role as specified in the job description;

Applications should be sent to Mrs Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: recruitment@tudorhallschool.com.

Interviews will take place during the week commencing 12th May 2025. Further details of the interview arrangements will be provided on short-listing.



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Wykham Park, Banbury, Oxfordshire OX16 9UR www.tudorhallschool.com