



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**SCHOOL CHAPLAIN
APPLICANT PACK**

NOVEMBER 2025

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of School Chaplain at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Christian ethos and distinctiveness. Our values of Happy, Achieving, Ready and Together are built on the Christian Foundation of Love 'caritas' and Truth 'veritas' and, through 'faith in action', all stakeholders commit to showcasing our values in their daily interactions.

The role of Chaplain at Hartford Church of England High School is pivotal to the ongoing development of the ethos and mission of our school. We welcome applications from practising Christians of all Christian denominations, including ordained members of the clergy. Our Chaplain, working in collaboration with the Assistant Headteacher in charge of Christian Distinctiveness, will take the lead in the following: Proclamation, Promotion, Pastoring and Partnership. They will specifically take responsibility for the development of the quality of collective worship within the school. The role of School Chaplain is a key feature of our pastoral care system: supporting student and staff wellbeing, fostering positive relationships between all stakeholders.

The School Chaplain will be a member of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities and an expanse of green spaces. We are an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools. Whilst high aspiration and academic achievement for all is a key feature of our school, aside from the curriculum, we focus on the importance of personal development and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy.



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Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

If you are considering applying for this role you are more than welcome to come and visit the school and see all our fantastic students and staff first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of School Chaplain, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job Title:	School Chaplain
Contract:	Permanent
Starting Date:	1st January 2026 or as soon as possible thereafter
Contract Details:	37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri), 39 weeks per year (term time plus inset days)
Salary Info:	Grade 8 SCP 23-28 £34,434-£39,152 (Actual Salary Payable £29,711-£33,782)
Closing Date:	Monday 8th December 2025 at 9am
Interviews:	w/c Monday 8th December 2025

Applications are only accepted on completed school application forms, and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits:

For the successful candidate we offer a range of benefits to colleagues including:

- Dedicated Chapel spaces
- Close working relationships with the Diocese and other Christian organisation
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.

Further Information for Ordained Members of the Clergy within the Church of England: If the successful candidate for the role of School Chaplain is an ordained minister in the Church of England, there is the possibility of adding a part-time paid and licensed role as part of the ministry team at St John's Hartford. The church would run a separate application process only open to the successful candidate. Such a minister would need to be fully supportive of the ethos of the parish.



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JOB DESCRIPTION

School Chaplain

Grade 8 SCP 23-28

As a Church of England high school, we are unique in our area as we are the only Church of England high school for miles around. We believe that our distinct identity enables us to offer a rich and rewarding experience to all our students. Church schools aim to be both distinctively Christian and thoroughly inclusive. We serve our whole community by providing a broad and balanced education irrespective of religious affiliation or commitment. All children are welcome here, but a small minority of places are reserved for applicants who are practicing Christians.

At Hartford Church of England High School, our foundational Christian ethos is expressed on our school badge, which students wear on their blazers over their heart: Caritas et Veritas – Love and Truth. The Bible reveals a God of love and truth in Jesus Christ. Our core school values are an outworking of that in everyday life as we seek to be Happy, Achieving, Ready and Together (HART).

All staff and governors at Hartford Church of England High School share and commit to the vision to provide an education that enables 'life in all its fullness'. As the Church of England's vision for education states, we embrace the spiritual, physical, intellectual, emotional, moral and social development of children and young people. We offer a vision for all; one that embraces excellence and academic rigour, but that sets them in a wider framework.

This is worked out both theologically and educationally through the following four elements:

Educating for wisdom, knowledge and skills: enabling discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life.

Educating for hope and aspiration: enabling healing, repair and renewal, coping wisely when things go wrong, opening horizons and guiding people into ways of fulfilling them.

Educating for community and living well together: a core focus on relationships, participation in communities and the qualities of relationships that enable people to flourish together.

Educating for dignity and respect: the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

The role of the Chaplain at Hartford Church of England High School is to embody all of the above by:

I. Proclaiming Christ

- Leading the prayer life of the school community
- Planning and leading Collective Worship to enable students and adults to flourish spiritually
- Developing and providing activities to mark and celebrate the seasons of the Church calendar
- Encouraging staff and students to live out the Christian faith and invest in the school values



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- Developing and supporting faith based extra-curricular activities
- Helping and inspiring students and adults to experience God's Love and Truth in line with our Christian vision

2. Promoting the Christian ethos

- Promoting Collective Worship and supporting the school in its development priorities
- Supporting and promoting the school values of Caritas and Veritas alongside HART
- Working in collaboration with the Assistant Head for Christian Distinctiveness to ensure the Christian character of the school is part of our culture
- Supporting the delivery of morals and values aligned with Christian life that ensure all students and adults are treated well and there is an active culture of justice and responsibility
- Raising the profile of the school's Church of England foundation through the use of Christian symbols, installations, and appropriate imagery around the school

3. Pastoring in Christ's name

- Being visible and approachable across the school community
- Being available to all in the school community in a pastoral capacity
- Contributing to restorative processes as a means of promoting justice, respect and forgiveness
- Supporting key transition events throughout a student's academic and spiritual journey. This may include supporting the planning and of these events and speaking at them where applicable (for example: Y6 Transition Events and Scene Setting)
- Developing the Chapels ensuring the space is open, accessible and appealing to all members of the school community
- Promoting inclusivity for all students by providing exceptional support to the Pastoral system
- Being aware of and adaptable to world events and current affairs, offering support, guidance and information where applicable

4. Partnership

- Working alongside the Heads of Family to create Collective Worship resources, advising on how to deliver our ethos and providing support for events throughout the year
- Leading the Ethos Reps in their work in the school community and beyond
- Developing strong partnerships with all primary schools, Church of England Primary Schools, the local parish, other local churches, Chester Diocese, Chester Cathedral and other Christian organisations and charities
- Participating in extracurricular trips and visits
- Taking up opportunities for professional development and facilitating the professional development of others
- Building strong links with the Diocesan Board of Education and engaging with networking and training opportunities



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Additional Responsibilities

- Attending all meetings as requested by the Headteacher or Assistant Headteacher (Christian Distinctiveness).
- Additionally undertake:
 - ⇒ Fire marshall and first aid duties where applicable
 - ⇒ Duties during the working day
 - ⇒ All professional development as required for the role
 - ⇒ Fully participation in the performance management and appraisal process
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to:

- Assistant Headteacher – Christian Distinctiveness & Personal Development

Policies & Procedures

- Collective Worship Policy
- Assembly Planner
- Tutor Time provision

Please note, there is an expectation that staff on Grade 8 and above may have to work beyond their contracted hours. Any claims for overtime must be taken as hours owed and only with the agreement of the Headteacher in advance.



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PERSON SPECIFICATION

School Chaplain - Person Specification

	Essential	Desirable	Evidence
Qualifications:	- Committee Christian - A relevant qualification in ministry, youth work or teaching, or the aptitude to deliver the post with relevant transferable skills and experience whilst working towards a qualification.	- Qualification in Theology - Relevant qualification from the Church of England	Application References Interview Certificates
Experience:	- Experience of Christian youth ministry in a paid or voluntary capacity. - Experience of working with children or young people - Experience of setting up and running activities for young people.	- Experience of pastoral responsibility in a school environment. - Experience of leading worship in an education setting - Experience of managing confidential information. - Experience of mentoring young people	Application References Interview
Job related Knowledge:	- Strong in the Christian faith and eager to keep growing - Able to be a good Christian role model to students - Understanding of the role of a Church school in the community	- Knowledge of SIAMS (Statutory Inspection for Anglican and Methodist Schools). - Understanding of the inner workings and functions of the Church of England	Application References Interview
Skills and Aptitudes:	- To have an approachable, friendly nature and to be non-judgmental, sensitive, caring, patient and resilient. - Ability to support/lead/resource collective worship and classroom worship - Ability to understand and appreciate all faiths and world views. - Effective written and verbal communication skills - Attention to detail. - Able to use initiative where necessary. - Excellent personal organisation - Trustworthy	- Creativity e.g. artistic, musical. - Experience of working in partnership with other organisations.	Application References Interview
Interpersonal Skills:	- Ability to defuse difficult situations - Confidentiality and discretion - Good communication skills - Good sense of humour		Application References Interview



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Interpersonal Skills:	• Be open to the ideas and thoughts of others and able to ask for help when required. • Ability to communicate and connect across the school community. Ability to build and maintain good working/professional relationships. • Be able to nurture others in living out the Christian life. • Confidentiality and discretion. • Effective interpersonal and listening skills. Good communication skills • Good sense of humour	• Awareness of issues relating to young people. • A good level of knowledge of the variety of expressions of Christian faith, prayer and worship. • Ability to motivate both the students and staff especially in areas relating to faith • First Aid trained	Application References Interview
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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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