



St George's

WEYBRIDGE

# Candidate Information Pack

HEAD OF CHAPLAINCY

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique - and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

## Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark - a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block - providing first-class science teaching facilities, as well as modern preparation rooms.

*"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"*

*Elif*

*"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".*

*Mauricio*

*"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"*

*Leila*





# The Role

<b>Job Title:</b>	<b>Head of Chaplaincy</b>
<b>Line Manager:</b>	<b>The Headmaster</b>
<b>Responsible to:</b>	<b>The Headmaster</b>
<b>Salary:</b>	<b>£46,557.69 per annum pro-rata inclusive of holiday pay (£60,000 FTE)</b>
<b>Hours:</b>	<b>35 hours per week, 8:00am to 4:00pm, Monday to Friday. Attendance at INSET, Open Mornings, and other events as directed by the Headmaster is required.</b>
<b>Contract:</b>	<b>Permanent, Term Time Only plus one week during school holiday periods (36 weeks per year).</b>

## Summary of the role:

The Chaplaincy Team has the day-to-day responsibility for nurturing and promoting the Catholic, Josephite ethos of St George's College. This includes developing a chaplaincy programme that appeals to students and staff across a wide spectrum of faith experience and interest. The Chaplaincy Team holds a mandate that is educational, ecclesial, and pastoral, and supports the moral, spiritual, social, and personal development of students and staff.

The Head of Chaplaincy will:

- Provide strategic leadership for Chaplaincy across the College.
- Ensure that Chaplaincy is engaging, inclusive, and meaningful for young people.
- Model a style of ministry that is relational, compassionate, and rooted in the Catholic faith.
- Lead the Chaplaincy Team with clarity, vision, and pastoral sensitivity.

## Main duties & responsibilities:

### Leadership and Management:

- Lead the day-to-day running of Chaplaincy across the College.
- Provide vision, coordination, and pastoral leadership for the Chaplaincy Team.
- Line manage chaplaincy staff, offering mentoring, support, and professional development.
- Be the budget holder for Chaplaincy.
- Create and oversee the annual Chaplaincy Calendar.
- Produce the annual Chaplaincy Report for Governors.
- Ensure a Chaplaincy presence at Heads of Department and Pastoral Team meetings.
- Chair the Hallowed Group Meetings (Chaplains, Deputy Heads, Head of Religious Education, and Director of Music).
- Liaise closely with the Junior School Chaplain.
- Liaise on a regular basis with the Superior of the English Delegation of the Josephites about the Josephite Educational Ethos, Family Spirit, and the use of the College Chapel.



# The Role cont.

## **Faith, Liturgy, and Spiritual Formation:**

- Serve as Prayer and Liturgy Coordinator for the College.
- Plan, lead, and facilitate opportunities for prayer, worship, and liturgy that are age appropriate, engaging, and accessible to students of all faith backgrounds.
- Encourage and train students and staff to participate in planning and leading liturgy, Celebrations of the Word, and Collective Acts of Worship.
- Communicate the Catholic faith in a way that is invitational, respectful, and sensitive to the varied beliefs of the school community.
- Support the further development of the Josephite ethos within the College.
- Lead on staff induction to the Josephite ethos and Catholic faith life of the College, and look to develop appropriate opportunities for ongoing staff formation.
- Seek opportunities for students to attend pilgrimages (such as Lourdes) or other faith events beyond the College.
- Promote the College Chapel as a sacred space and manage internal bookings for the Chapel.

## **Pastoral and Community Engagement:**

- Be a visible, approachable presence across the College.
- Work collaboratively with the Pastoral Team to ensure Chaplaincy continue to be a valued part of the College's pastoral provision.
- Support the Headmaster in strengthening relationships with the Moderated Parish of Weybridge and the Diocese of Arundel and Brighton.
- Attend school events requiring a Chaplaincy presence during term time.
- Oversee the charitable work of the College in collaboration with the Head of Sixth Form and Assistant Head Co-Curricular.
- Help both staff and students to understand how Catholic Social Teaching underpins College outreach and charity work.

## **Student Engagement and Youth Ministry:**

- Develop creative, relevant, and engaging approaches to Chaplaincy that resonate with teenagers, including those with limited or no religious background.
- Build positive relationships with students, demonstrating warmth, humour, and approachability.
- Support and participate in the Chaplaincy's Outreach Programme, including:
  - The weekly Thursday evening Kennedy Club for displaced young people
  - Monday lunchtime visits to Clubhouse Support
  - Youth SVP work in a local care home
  - Fairtrade stall



# The Role cont.

## Monitoring and Development:

- Evaluate the impact of chaplaincy provision and use feedback to inform development.
- Ensure Chaplaincy contributes meaningfully to the school's pastoral and personal development programmes.
- Initiate new ideas and motivate the Chaplaincy Team to deliver high quality ministry.
- To meet regularly with the line manager.
- To engage in a regular process of appraisal.
- To engage with Continual Professional Development (CPD) relevant to the role of Chaplain.
- To avail of opportunities for enhancing his/her own spiritual well-being.
- To lead College based CPD for staff in relation to the Catholic life of the College.
- To be a member of ACCE and use the opportunities the organisation offers for professional and spiritual development.
- To be a member of the Weybridge and Diocesan Chaplaincy Groups or their equivalent, attending meetings regularly.
- To liaise with Diocesan agencies, groups and individuals, where appropriate.

## Other:

- The Head of Chaplaincy will be responsible for managing and attending one faith trip per year during the school holidays.
- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.





# Person Specification

## Qualifications, Education and Training

### Essential Criteria

- GCSE A\* - C in Maths and English (or equivalent).

### Desirable Criteria

- Degree in Theology, Education, or other related field such as Youth Work / Ministry.

## Knowledge and Experience:

### Essential Criteria

- Experience of working with young people.
- Good working knowledge of Office 365 and database systems.

### Desirable Criteria

- Experience of working in an educational setting.
- Experience of leading teams.
- Experience of liturgical planning.

## Skills and Abilities:

### Essential Criteria

- Be able to promote the Catholic, Christian, and Josephite ethos of the College.
- Demonstrate the ability to communicate faith with authenticity, joy, and sensitivity.
- Be a good listener and communicator who can relate easily to students, staff, parents, Governors, and alumni.
- Be organised, creative, outgoing, and able to use modern media and digital tools effectively.
- Have the ability to initiate ideas and motivate others.

## Personal Qualities:

### Essential Criteria

- Be a baptised and practising Roman Catholic, committed to the spiritual and personal development of young people.
- Acknowledge each member of the school community as a person of worth made in the image and likeness of God.
- Enjoy the company and challenge of young people and have experience of youth ministry.
- Be sensitive to matters of confidentiality and exercise a collaborative style of ministry.
- Demonstrate Politesse and Douceur, putting people at ease through kindness and gentleness.
- Take an interest in and respond to educational initiatives.
- Maintain a good sense of humour and a grounded, approachable manner.



# Benefits (Non-Contractual)



## Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

## Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



## Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

## Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



## Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. Eligibility for Fee Remission ends once an application for a full-fee paying place has been made, unless employment has already commenced. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College



## Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



# Conditions of Employment

## Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## Notice Period

One week on either side during the Initial Period of Employment, thereafter, one term.

## Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

## Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

## Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

## Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

## Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



# How to Apply

To find out more about the post or the school, in the first instance please contact Henry Warner, Deputy Head Academic, for a confidential discussion:

**Tel:** 01932 839300

**Email:** [hwarner@stgeorgesweybridge.com](mailto:hwarner@stgeorgesweybridge.com)

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

## Key dates

### Closing date for applications:

Friday 10 April 2026

### Interviews:

w/c Monday 20 April 2026

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <https://www.stgeorgesweybridge.com/careers>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community - our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



