



KINGHAM HILL SCHOOL

Society of Heads, BSA
320+ pupils aged 11-18
co-educational, boarding & day



PASTORAL ASSISTANTS (Sep 2019 to July 2020)

Kingham Hill School (a part of the Kingham Hill Trust and sister organisation to Oak Hill Theological College) wishes to appoint recent graduates as Pastoral Assistants. The School is a co-educational senior boarding and day school in the Cotswolds with a distinctive Christian ethos.

The purpose of the role is to pastorally support and assist the pupils of the school and includes both house based and school based duties. The post will ideally suit individuals who would like to be involved in sport or music, as well as the very active informal Christian life (CUs, summer camps etc).

Further information, including a Job Description and application form can be found on our website:

www.kinghamhill.org.uk or contact:

**Rev Andrew Savage, School Chaplain,
Kingham Hill School, Kingham, Chipping Norton, OX7 6TH
Tel: 01608 658999**

E-mail: a.savage@kinghamhill.org

Charity No. 1076618

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



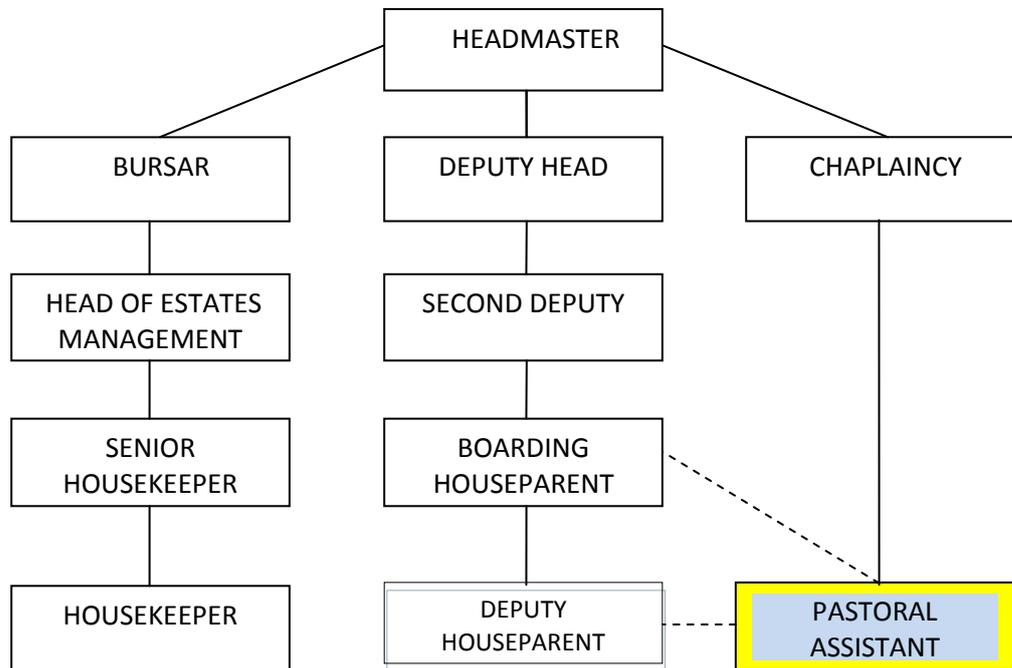
**KINGHAM HILL
SCHOOL**

Job Description

Job Title: Pastoral Assistant
Reports to: Chaplaincy & Boarding Houseparent
Location: Kingham Hill School
Date: September 2019

1. **Purpose of job:** To provide pastoral assistance and support to the pupils of the School.

2. **Organisation chart:**



3. **Principal Accountabilities:**

PRACTICAL ROLES IN A BOARDING HOUSE

- Under the supervision of the Houseparent, to be part of a boarding house staff team;
- Provide welfare support for pupils in the house;

- To care for the pupils in the house, encouraging their academic, social, physical and spiritual progress;
- To refer concerns about pupils to the Houseparent;
- To do house duties when directed by the Houseparent;
- To be involved with house social events and inter-house competitions;
- To carry out any other relevant duties requested by the Houseparent.

PRACTICAL ROLES IN THE SCHOOL

- Participate in the extracurricular programme eg wide ranging sports programme, music, chapel music, art, Duke of Edinburgh, CCF, leisure centre, swimming pool etc;
- There will be opportunities for training in sports coaching, outdoor pursuits, life guarding, minibuss driving etc;
- Providing teaching support mainly to the junior pupils;
- Assisting with invigilation and covering of lessons for absent staff members;
- Supervise Sunday daytime activities. Sunday evening off to attend church service.

MINISTRY ROLES

- Leading CUs, group Bible studies, discussion groups and services as directed by the Chaplain;
- When appropriate, to speak in chapel;
- Provide spiritual instruction for pupils in appropriate boarding houses;
- Provide pastoral and administrative support to the Chaplain.
- Weekly pastoral meeting with Assistant Chaplain for further training, set reading, and personal development in Gospel ministry.

4. Knowledge, experience, skills and personal attributes required for acceptable job performance:

- a. Preferably a graduate from University or a teacher training college;
- b. To be fully supportive of the school's Christian Ethos;
- c. Hard working with a good sense of humour and willing to become an active member of the staff team;
- d. Committed to serving the various needs of the pupils – academic, moral and physical;
- e. Flexible attitude, self-starter and highly motivated;
- f. To hold a current First Aid Certificate or be willing to undertake relevant training;
- g. Lifeguard certificate is desirable but full training can be given;
- h. To have excellent communication skills with demonstrable motivational skills;
- i. To like a year to evaluate what s/he wants to do as a career and is perhaps considering the option of full time Christian ministry, lay or ordained;
- j. The nominee would like to be involved in the very active informal Christian life and opportunities of Kingham Hill.

5. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the EU or will be, following a successful application;
- b. The nominee will be subject to an enhanced Disclosure & Barring Service check prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- c. The nominee will be required to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. The nominee must offer the school a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the school doctor if requested.

6. Remuneration Package:

- a. The base salary for the post will be £11,236 per annum (as at Sep 2018), subject to qualifications and skills;
- b. The post holder if qualified to do so can join the Teachers' Pension Scheme. If they cannot join the Teachers' Pension Scheme there is an option to join the school's Contributory Pension Scheme;
- c. Holidays will always be taken during normal school holidays, although the post holder may be expected to work some days of the holiday as required in support of the position and in further training. Additional payments will not be made for these days;
- d. Board and lodging will be provided at a charge of £270 per month which will be deducted from salary. Local taxes and utilities (not telephone) are the responsibility of the school; wireless broadband is available within boarding house and across the school campus without charge. Accommodation is awarded on the understanding that the nominee undertakes duties during unsociable hours in support of the boarding pupils and that these duties make the provision of accommodation necessary to fulfil these necessary requirements. A refundable deposit will be required and a Tenancy Agreement signed prior to occupancy. Wireless broadband is available within boarding houses;
- e. Meals are provided by the school during term time;
- f. One day off per week is given during term time.
- g. It is hoped pastoral assistants will attend the South Central Ministry Training Course at St Ebbe's Oxford (fees paid by KHS).



7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the school.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**



KINGHAM HILL SCHOOL

PASTORAL ASSISTANTS

SUPPLEMENTARY INFORMATION

KHS BACKGROUND

Our school was purpose built as a boarding school by the Christian philanthropist Charles Edward Baring Young in 1886. He put his faith into practice by establishing Kingham Hill as a place where children with a boarding need could be educated and prepared for life.

In the early days the school was a virtually self-sufficient community. It had a farm, a wide range of workshops, a school building, a chapel, a sanatorium and various boarding houses. The Founder ensured that every Kingham child learned their 'letters', gained a trade and had the benefit of understanding the Christian faith. On leaving they could progress to accommodation and opportunities in London or emigrate to a farm the Founder owned in Canada and make their life in the New World. The Kingham Hill Trust, established by the Founder, administrates the school and its sister foundation, Oak Hill Theological College in London.



CHRISTIAN ETHOS – A WORD FROM THE HEADMASTER, NICK SEWARD

“Unless the LORD builds the house, its builders labour in vain.” Ps.127:1

All parents want the following for their children: a wholesome environment that promotes and instils strong moral values, encourages personal responsibility, and develops confident characters who have a concern for the needs of others. At Kingham Hill we recognise that such an ethos cannot exist in a vacuum, and we are a proudly Christian school. We welcome pupils of all faith backgrounds and none, providing a tolerant and welcoming community that allows young people the freedom to wrestle with ultimate questions, and come to their own conclusions.

Academically, these are exciting times for Kingham Hill. We believe that schools like ours are increasingly important in maintaining the foundations which have so shaped our culture. We hold that the study of the humanities is rooted in the Biblical assertion that humanity is made in the image of God, and that modern science grew out of the intellectual commitments of Christian Western Europe.

Kingham Hill is most definitely a school that believes in educating the 'whole person'. We seek not only academic excellence, but rounded young people who know what it means to love both God and their neighbour.

SCHOOL CHAPLAINCY – A WORD FROM THE CHAPLAINCY TEAM

The aim of the Chaplaincy is for every pupil entering the school to have a clear understanding of the character, claims and teaching of Jesus Christ by the time they leave. Our pupils come from a wide variety of backgrounds and represent a broad spectrum of understanding. Some arrive with a mature faith, others are just starting out and many have a bag load of questions. Our Founder was a generous Christian man who wanted every pupil to encounter the Christian faith while at Kingham Hill. The Chaplaincy's primary concern is to teach the Bible, model Christian living and encourage pupils to consider Christ for themselves.



Running alongside the Chapel services we have a variety of informal and optional meetings for the pupils. On these occasions we encourage pupils to think for themselves about the issues of Christian faith and belief. We enjoy discussion and debate on a whole range of issues - biblical and contemporary. Although by no means compulsory, pupils are encouraged to participate in the meetings and to contribute in particular ways to Chapel services.

In addition to the weekly meetings we have regular visits from Christian friends. Through speaking, singing, acting or sport they share the Christian faith with us. And then there are visits to local Christian events – churches, plays, films and youth groups. During the summer holidays, many pupils attend summer holiday camps and ventures.... there's always a lot going on!

Chapels

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| Mon | Headmaster's Assembly |
| Tues | Whole School Chapel |
| Weds | Junior Chapel |
| Thur | Senior Chapel |
| Fri | Whole School Assembly |
| Sun | Chapel is usually at 7.45 pm |

Christian Unions

Junior CUs and Senior CUs are held on various lunch-times during the week.

November 2018