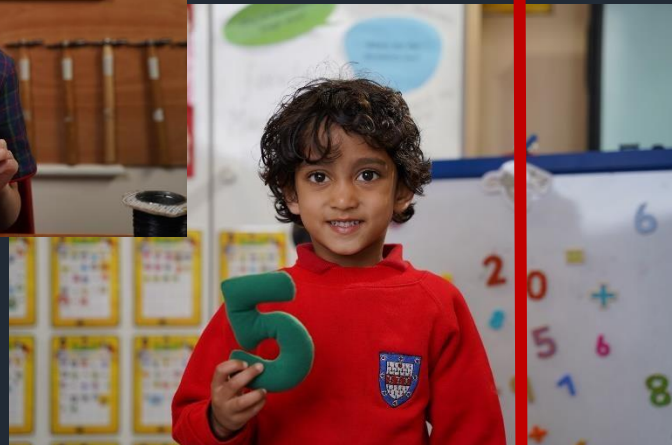




WOODBIDGE
SCHOOL

Work With Us Residential Chaplain

Application Pack



Chaplain (Residential)

Salary: £43,217 FTE

Actual Salary: £34,270

35 hours per week, plus Boarding Duties

36 weeks per year.

We are seeking an enthusiastic, reliable and hardworking Chaplain to join our well-established and highly respected school community.

The Chaplain at Woodbridge School holds a pivotal and deeply valued role at the heart of school life, guiding the spiritual, moral and emotional development of pupils and staff within a warm, inclusive environment. As a steady and compassionate presence, the Chaplain supports the wellbeing of the entire community, those of Christian faith, other faith traditions, and none, ensuring that every individual feels seen, heard and valued.

Through leading worship, offering pastoral support, and helping to shape the School's ethos, the Chaplain contributes meaningfully to a culture grounded in kindness, respect, service and integrity. As a visible and approachable figure across the School, the Chaplain fosters a sense of belonging and encourages pupils to explore big questions, develop personal values, and grow in confidence, compassion and purpose during their time at Woodbridge.

This is a live-in role, contracted at 35 hours per week, and includes Boarding House duties for 36 weeks of the year. Working closely with the Head of Boarding, the post-holder will play a key role in supporting the wellbeing and day-to-day life of the Boarding House. The position offers a unique opportunity to be fully immersed in the life of the School and to contribute meaningfully to a supportive, reflective and inspiring community.

To apply for this role, please click on the link below and complete the application form. Please state on your application which shift you are applying for. A CV and covering letter alone will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Closing: 26 April 2026

Interview: TBC

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

Job Description

Job Title Residential Chaplain	
Reporting to Head	Department Pastoral

Job summary
<p>The Chaplain plays a central role in shaping the spiritual and pastoral life of Woodbridge School, leading worship and fostering a culture rooted in respect, kindness and moral responsibility. As a visible and trusted presence across the School and Boarding House, the Chaplain provides compassionate pastoral support to pupils and staff, ensuring every individual feels valued and heard.</p> <p>Working closely with senior leaders, teaching staff and pastoral teams, the Chaplain helps to embed the School's ethos throughout daily life while contributing to a safe, inclusive and nurturing environment in full accordance with safeguarding expectations and the National Minimum Standards for Boarding.</p>
Key responsibilities
<p>Spiritual</p> <ul style="list-style-type: none">• Promote and uphold the Christian ethos and values of Woodbridge School.• Lead and coordinate regular acts of worship, including daily chapel services and special occasions.• Prepare and conduct services such as confirmations, remembrance events, leavers' services and seasonal celebrations.• Support pupils in exploring and developing their understanding of the Christian faith.• Prepare candidates for Confirmation and foreground sacramental life within the School.• Provide appropriate provision for pupils from a variety of faith backgrounds.• Invite guest speakers/preachers for significant services. <p>Chapel & Music</p> <ul style="list-style-type: none">• Support a vibrant musical tradition within chapel services and weekly worship. <p>Pastoral</p> <ul style="list-style-type: none">• Offer pastoral support to pupils, staff, and families, including during times of personal or spiritual need.• Collaborate with counselling services, house staff and senior pastoral staff as appropriate.• Engage fully in school life by attending key events, plays, concerts, sports fixtures and House activities <p>Boarding</p> <p>The Chaplain will work under the direction of the Head of Boarding for boarding-related duties, ensuring clear accountability and consistent practice across the Boarding House.</p> <p>Residential expectation: the postholder lives on site and is resident overnight during term time and Welcome Week.</p> <ul style="list-style-type: none">• Maintain a visible and supportive presence in the House during duty periods, ensuring that boarders are appropriately supervised and that welfare concerns are promptly identified and escalated in line with policy.• Daily engagement in house life, maintaining close communication with the Head of Boarding and being a visible, supportive presence for pupils.• Ensure accurate and timely documentation of pastoral interactions, welfare concerns and boarding-related communications in accordance with School policies and inspection requirements• Supporting events and activities, including formal house occasions, weekend activities and trips.

- Actively contribute to a safe, respectful and inclusive boarding culture, supporting the School's safeguarding, behaviour, anti-bullying and pastoral frameworks, and modelling positive relationships for pupils.

Continuous Professional Development

- Engage in ongoing professional development relevant to safeguarding, boarding practice and pupil welfare, including statutory updates, internal training, and all mandatory annual training required by the School.

Health and Safety

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection statement

- The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.

Brand Values

- Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Person Specification

Knowledge and Experience	E	D
<ul style="list-style-type: none"> • Ordained Anglican priest with a minimum of three years in Holy Orders. 	✓	
<ul style="list-style-type: none"> • Strong theological literacy and ability to engage thoughtfully with questions, doubts and varied perspectives. 	✓	
<ul style="list-style-type: none"> • Understanding of safeguarding principles and pastoral confidentiality. 	✓	
<ul style="list-style-type: none"> • Experience working in an educational environment or with young people. 		✓
Skills		
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills across all levels of the school community. 	✓	
<ul style="list-style-type: none"> • Ability to articulate and embody the School's spiritual ethos. 	✓	
<ul style="list-style-type: none"> • Strong organisational skills and the ability to lead services confidently. 	✓	
<ul style="list-style-type: none"> • Capacity to work independently and take initiative. 	✓	
<ul style="list-style-type: none"> • Ability to build and maintain professional and pastoral relationships. 	✓	
<ul style="list-style-type: none"> • Competence in supporting pupils of diverse faith backgrounds with empathy and respect. 	✓	
Safeguarding		
<ul style="list-style-type: none"> • All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> • Warm, approachable and open-minded. 	✓	
<ul style="list-style-type: none"> • Empathetic and tactful in sensitive situations. 	✓	
<ul style="list-style-type: none"> • Inspirational preacher and spiritual leader. 	✓	
<ul style="list-style-type: none"> • Calm, reliable and resilient under pressure. 	✓	
<ul style="list-style-type: none"> • Committed to safeguarding and the wellbeing of children and young people. 	✓	

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay
Accommodation	School accommodation provided, including all utilities (private use is a P11D taxable benefit)
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time). If term-time, holiday pay is included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary meals are available when the Dining Room is in operation• Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "**Chaplain**" in the title line to recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.