

JD

SCHOOL CHAPLAIN

(to be covered by individual or a team)

Responsible for:	Supporting the Catholic mission of the school in developing the faith and spiritual awareness of pupils and staff.
Consulting with:	Governors, Staff, Clergy, Students, Diocese and External Agencies
Reporting to:	Headteacher

SPECIFIC DUTIES OF THE POST**Current hours per week:** 37 (term time, plus two weeks)**Current duty day(s) and time(s) per week:** To be agreed**KEY TASKS**

- 1 Be a focal point for spirituality in the school
- 2 Be visible and approachable around the school for pupils and staff (in recreational areas)
- 3 Get to know members of the school community

- 4 To lead, coordinate and attend the annual Lourdes Pilgrimage, retreats, days of reflection and other spiritual events outside of school (appropriate to the age and understanding of the participants)
- 5 Arrange and co-ordinate School Missions
- 6 Co-ordinate, develop and prepare liturgical experiences (including relevant sacraments) and events for tutor groups, year groups and the whole school
- 7 Develop suitable activities to mark and celebrate major feasts and seasons of the Church and significant events in the life of the school and of the local, national and international communities
- 8 Liaise with other areas of the school (for example performing arts and RE) to support liturgical and spiritual experiences

- 9 Develop opportunities for pupils that encourage 'faith in action' and raise awareness of justice and peace issues.
- 10 Plan and lead the school's annual fundraising activities
- 11 Liaise with local faith communities (to which our members belong) for mutual support in the faith development of our young people
- 12 Assist with communication between the school and our feeder parishes

- 13 Develop a collaborative style of ministry that encourages a team approach
- 14 Liaise with local clergy (both Catholic and from other denominations), partner primary schools, other Catholic schools, the Diocese and other agencies as required
- 15 Advise staff in the fulfilment of their duty to support the Catholic ethos of the School for example, with tutorial prayer and assemblies
- 16 Provide suitable resources for prayer both individual and communal
- 17 Provide training for staff in collaboration with the LT
- 18 Contribute to the creation of the school's annual improvement plan

- 19 Provide additional counselling and care for vulnerable students or emotionally distressed young people in liaison with heads of year, SENDco and Assistant Headteacher (Pupil Support)
- 20 Provide individual or group counselling on matters of faith and practice

- 21 Support the students' five ECM outcomes by:
- Working to encourage healthy mental and physical lifestyles through a holistic approach to their spiritual, mental and physical wellbeing
 - Ensuring that students stay safe when undertaking activities and events related to the Chaplaincy programme, undertaking risk assessments and managing risk
 - Ensuring that students enjoy their experience of the religious heart of the school and recognise development in their own faith
 - Ensuring that students make a positive contribution in the school community and beyond through charity work, participating in liturgy, working with outside communities
 - Ensuring that students learn about the Christian moral imperative to support those in need and find enterprising ways of understanding the importance of achieving economic well-being for all.
- 22 Undertake self evaluation exercises and participate in the school's evaluation and performance management procedures
- 23 Work with governors and chair the Spiritual Life Group
- 24 Attend staff meetings, parents' information meetings as appropriate
- 25 Oversee the good order of the Chapel
- 26 To liaise with other members of staff in helping to maintain an evidently Catholic ambience in the school's physical environment
- 27 Be involved where appropriate and where directed in the curriculum
- 28 Administer budget for resources
- 29 To undertake such other duties as may reasonably be required by the Headteacher

PERSON SPECIFICATION

- 1 Practising Catholic with a sound theological and liturgical understanding
- 2 Possessing personal and professional integrity
- 3 Sensitivity to the needs of others (regardless of faith, gender, race or disability)
- 4 Effective communicator and excellent inter-personal skills
- 5 Able to approach pupils in a manner appropriate to their age
- 6 Good listener, clear thinker and capable organiser
- 7 Ability to address large groups and conduct one-to-one dialogue with sensitivity
- 8 Ability to understand the organisational requirements of the school
- 9 Possessing a flair for imaginative and appropriate liturgical and spiritual experiences for the pupils
- 10 Willing to undertake appropriate professional training and development
- 11 Potential to be inspiring and innovative and willing to take risks
- 12 Competent in use of ICT
- 13 Ability to respond spontaneously and work under pressure

QUALIFICATIONS & EXPERIENCE

- 1 Further education qualifications
- 2 Full valid driving licence
- 3 Experience of dealing with young people
- 4 Experience of preparing and leading liturgies