



## **JOB DESCRIPTION**

### **School Lay Chaplain**

#### General

The role of the School Chaplain is integral to the accomplishment of Farnborough Hill's Mission Statement.

- To work with the Farnborough Hill community to promote, maintain and enhance the Catholic life, ethos, values and mission aims of the school.
- To lead the liturgical and spiritual life of the school, helping to build links between the school, local parishes and home in order to bring people closer to Christ.
- To lead the work of the Chaplaincy, setting its aims and monitoring progress with its strategic objectives. The Chaplain, accompanied by the Chaplaincy Graduate Assistant and the Chaplaincy Assistant, leads on the co-curricular Chaplaincy programme.
- To play a full part in the life of the school community and encourage staff to do likewise.
- To be accountable to the Headmistress and to perform such duties as she may reasonably direct, including some duties out of school hours.

**The postholder must be a practising Catholic.**

#### Key Responsibilities

To model and witness the mission of the school by establishing and maintaining a visible, responsive and approachable Chaplaincy presence throughout the school.

#### **Liturgy**

1. To plan, organise and support the school's celebration of the Eucharist and other Celebrations of the Word.
2. To develop pupil participation and involvement in Celebrations of the Word at all levels.
3. To facilitate the annual programme of Masses; enabling pupils and staff to understand and access the liturgy.
4. To liaise with priests and to make arrangements for their visits to celebrate the Sacraments within School.
5. To take an active role in enabling whole school liturgies and Mass, including staff liturgies.
6. To support the school's daily prayers in tutor time with appropriate resources and to lead staff formation, including at Staff induction, to enable them to lead their form prayers with confidence and understanding.
7. To support the assembly programme by taking Assemblies at key points in the liturgical year, providing support material to staff when needed and to lead relevant training with staff who may be tasked with taking Assemblies.

## **Pastoral**

8. To be a very visible presence in the school, available to all staff and pupils.
9. To support pupils in their spiritual and moral development and to encourage staff in their own faith journey, having due regard for the rich variety of ages, faith backgrounds and denominations within the school community.
10. To develop appropriate relationships in order to enable effective pastoral and spiritual support for pupils and staff, especially at times of crisis, such as a bereavement.
11. To meet regularly with the Headmistress and the Deputy Head – Pastoral to keep them appropriately informed about pastoral and spiritual matters.
12. To liaise with the School Nurse, Wellbeing Support Officer, Music Department, Heads of Year and administrative support as necessary for the performance of Chaplaincy duties.

## **Retreats**

13. To coordinate, prepare and lead Year Group Retreat days and other spiritual activities appropriate for the age and understanding of the participants, including attendance at Diocesan events, including CAFOD Young Leaders and Flame.
14. To promote, participate in and lead, where appropriate, the annual Lourdes Pilgrimage
15. To seek to refresh and develop the school's Retreat programme, taking stakeholder feedback into account.

## **Common Good**

16. Develop and support initiatives for pupils that encourage 'faith in action' and raise awareness of Catholic Social Teaching.
17. To promote and maintain the status and popularity of the Chaplaincy through the provision of clubs, visits and retreats.
18. To assist with the delivery of the RE Department's RE-Act programme (Farnborough Hill's bespoke Sixth Form RE provision).
19. To actively support the fundraising activities of the school eg during the Lenten Charity Week and at the Christmas Fair.
20. To work with the school towards achieving the Romero Award.

## **Wider Links**

21. To develop our relationships with Parishes that are linked to the school, developing a programme of outreach initiatives.
22. To promote the work of CAFOD, and similar organisations, and inspire pupils to support this with a range of activities.
23. To liaise with the Diocesan Chaplain Coordinator, local clergy (both Catholic and from other denominations), other schools within the Diocese of Portsmouth and other agencies as required, maintaining our strong links with the Benedictine community at St Michael's Abbey, Farnborough.

## **Curriculum Support**

24. To support the work of the Religious Education Department through participation in lessons as appropriate.

## **Chaplaincy Team**

25. To develop a collaborative style of ministry that encourages a team approach and manage volunteers and staff who may, from time to time, be assigned to the Chaplaincy.

## **Chapel**

26. To develop the use of the Chapel and The Haven prayer space, caring for these as sacred spaces. To maintain the Sacristy. To create and maintain inspirational Chaplaincy displays.

## **General**

27. To undertake such other duties as may reasonably be required by the Headmistress, including attendance at Open Days and parent's information meetings, as appropriate.
28. To engage with Continual Professional Development (CPD) relevant to the role of Chaplain.
29. To be a member of the ACCE and use the opportunities the organisation offers for professional and spiritual development, keeping up-to-date with developments in Chaplaincy at a Diocesan and national level.
30. To be a member of the Diocesan Chaplaincy Group, or its equivalent, attending meetings when necessary.
31. To keep records of pupils' parishes and their receiving of the Sacraments of Christian Initiation.
32. To support pupils in their sacramental life, encouraging them to participate in Parish confirmation programmes. To prepare baptised, practising Catholics who want to make their First Holy Communion, where appropriate.
33. To mark the major feasts and seasons of the Church year in appropriate ways.
34. To be responsible for the Chaplaincy section of the school website, working to maintain this with the Marketing Team.
35. To assist the review and evaluation of current policy and practice in relation to the faith life of the school.
36. To work with the Head of RE and the Headmistress to prepare the school for CSI inspection.
37. To be fully prepared for ISI inspection.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Chaplain will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.