

JOB PROFILE

Chaplain / Lay Chaplain



Grade: XCET 7/8 £33,552 to £39,820

Reporting to: Deputy Headteacher

Directly responsible for: No staff initially, but there is scope for the role to expand over time.

Main purpose

To work with school staff to lead, promote and maintain the Catholic ethos and spiritual values of the school. To take a lead in the liturgical life of the school and to contribute to the pastoral care of the students and whole school community, helping to build links between the school, parish, and home.

The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship raising awareness of the Catholic Church's social teaching.

The Chaplain as pastor

- To model and witness the mission of the school maintaining a visible and approachable chaplaincy presence.
- Accompany Governors, Staff, Students and parents at particular stages of their journey through life
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the Head Teacher in his/her role as faith leader in school
- To play a central role in the pastoral system working with the Senior Leadership Team and Heads of Year.

The Chaplain as leader

- Support and further develop the spiritual, religious and liturgical life of the school.
- Use a collaborative style of ministry that encourages a team approach to chaplaincy.
- To offer opportunities of prayer for staff, students and parents.
- Communicate with the local clergy to ensure Mass and the sacraments are celebrated regularly in school.
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and pupils in their planning, preparation, evaluation and leading of liturgies and collective worship
- Help with the provision of suitable resources for the prayer life and worship of the school
- Ensure the school environment and displays reflect the school's Catholic Christian identity.
- Promote and care for the Chapel as a sacred space
- Co-ordinate, prepare and lead residential retreats, days of reflection and other spiritual activities appropriate for the age and understanding of the participants, including attendance at diocesan events.
- Promote and participate where appropriate in the Lourdes Pilgrimage

- Support students to participate in the sacramental life of the Church, where appropriate.
- To celebrate and share the faith life of the school with the wider community
- To include the local parishes in school celebrations, where appropriate
- Help with sensitive issues, advising on the Church's teaching

The chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The chaplain as professional

- Have input into the school development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager
- To engage in a regular process of appraisal
- To report to and work with Governors to promote the Catholic ethos and distinctive nature of the school.
- Attend where possible staff meetings and any other meetings as appropriate
- 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 school based CPD for staff in relation to the Catholic life of the school.
- To be a member of ACCE and use the opportunities the organisation offers for professional and spiritual development.
- To be a member of the Diocesan Chaplaincy Network, attending meetings regularly.
- To liaise with local clergy (both Catholic and from other denominations), other schools within the Xavier Trust, the Diocese and other agencies as required.
- To undertake such other duties as may reasonably be required by the Headteacher, including attendance at staff meetings and parent's information meetings as appropriate.

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 post holder may be required to do other duties appropriate to the level of the role.

Person Specification

Essential

1. You will be a baptised and practising Roman Catholic man or woman, committed to the spiritual and personal development of young people of secondary school age. Please note that one of your references should be from your parish priest.
2. You will enjoy the company and challenge of young people in their teenage years and have an easy and humorous manner which combines openness and engagement with challenge and formality.
3. You will have good social skills, both with young people and also with adults (parents and staff), showing flexibility where needed but also the accountability and a high degree of reliability and formal organisation required in a school context.
4. You will have a good sense of the Church's liturgy and be able to recruit and enthuse large numbers of students to take part in school worship. Competence in music would be a welcome skill.
5. You will be confident in leading large and small, formal and informal, groups of pupils and adults.
6. You will be an articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel.
7. You will be an 'ideas person' who has a genuine passion for finding new ways of enthusing and encouraging students on their journey of faith.
8. You must be willing to think 'outside the box' and take a lead to work creatively with, for example the Music and Art departments.
9. You will have good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables, obtaining and conserving resources, delegating responsibilities and providing clear briefings and instructions.
10. You will have the freedom and willingness to work flexibly, including in the evenings to be available for school events and activities as needed.
11. You will have the skills to engage effectively with staff in an education setting so as to work to the common goal of supporting our young people

Desirable

You will have a degree in theology or religious studies, or other experience or qualification that suits you to a chaplaincy role in the Roman Catholic Church e.g. Youth work.

General Requirements

You will be expected to have a clear Disclosure and Barring Service (DBS) enhanced check and for there to be no concerns with regard to the safeguarding of children and vulnerable adults.