

Job Description

Role:	School Chaplain	Salary Range:	5	Notice Period:	1 Month
Line Manager:	Deputy Headteacher	Head of Faculty:		Business Manager	

Role Purpose

This job description should be read alongside the National Standards document for School Chaplains. In this document, “Chaplain” refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. He/she will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school’s distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision-making and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

CORE RESPONSIBILITIES

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

The Chaplain as pastor

- Be visible and approachable around the school
- Accompany people 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

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 develop and lead a chaplaincy team.
- To offer opportunities of prayer for staff and students.
- Organise for a priest, to celebrate Mass and the sacraments regularly in school; if not, deliver liturgies as required
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and pupils in their planning, preparation, leading and review 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 Prayer Room/Chapel as a sacred space
- Develop and lead a school retreat programme for pupils, including residential retreats, ensuring liaising with any external providers to ensure the best possible formation for our pupils.
- 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
- Develop and lead the whole school coordinated approach to charity fundraising and service, including coordinating staff/student formation.
- Develop and lead the whole school coordinated approach to formation for those students' undertaking ministry.
- Monitor, update and implement the prayer and liturgy provision map.
- Support leadership of the ministerium award and other opportunities to lead/serve.
- 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 improvement plan and CSED, its operation and review
- Advise the Senior Leadership Team, where appropriate

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- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager. This will be the Senior Leader responsible for the Catholic Life of the School.
- To engage in a regular process of professional mentoring
- To report to and work with Governors/Directors to promote the Catholic ethos and distinctive nature of the school.
- Attend, and contribute to, where possible staff meetings and any other meetings as appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain.
- To produce an annual development plan and budget submission.
- 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 Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

General

- To work as an effective member of a team and to promote teamwork at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform

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- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the school's leadership structure. I understand that I must seek support when needed and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:**..... **Date**.....