

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Chaplaincy Coordinator</b>		
<b>Reports to:</b>	<b>Headteacher</b>	<b>Cost Centre:</b>	
<b>Department:</b>	<b>Supporting Learning</b>	<b>Job Code:</b>	<b>Term time</b>
<b>Location:</b>	<b>St Benedict's Catholic High School</b>	<b>Evaluated Grade:</b>	<b>Scale 6</b>

## 1. JOB PURPOSE:

To lead and foster worship and spiritual guidance for our young people at different stages of their faith journey.

To contribute to the spiritual and pastoral care of all members of the school.

The Chaplaincy Coordinator will work with and in the local parishes and primary schools to promote and engage young people in a commitment to the Catholic faith and its teachings.

## 2. ACCOUNTABILITIES:

Candidates will be expected to:

- show commitment to upholding the Catholic ethos of our school as expressed in our Mission Statement
- be a practising Catholic with an understanding of the Catholic religion and a commitment to its teachings
- have an understanding of Catholic theology and have the ability to provide reasonable explanations for Church teaching
- be committed to prayer and provide an example of pious and reverent worship
- be well qualified, preferably at graduate level, ambitious and prepared to learn
- be committed to working with pupils and staff of all abilities, backgrounds and faiths
- have experience of supporting young people in their Catholic spiritual formation
- demonstrate the necessary creativity to engage young people in their Catholic faith
- have good IT skills to enable the successful completion of tasks

### The Chaplaincy Coordinator 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 Chaplaincy Coordinator as pastoral support

- 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

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## **The Chaplaincy Coordinator 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 including Catholic forms of popular piety
- Plan for the celebration of Mass and the sacraments regularly in school with local clergy or our priest chaplain
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff in their planning, preparation and leading of liturgies and collective worship
- To support pupils in their planning, preparation 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
- Develop a school retreat programme for 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
- Help with sensitive issues, advising on the Church's teaching

## **The Chaplaincy Coordinator as educator**

- To support and enhance the RE curriculum, where appropriate

## **The Chaplaincy Coordinator 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 Catholic life
- To meet regularly with the line manager
- 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 the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

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## Resources

- Operate relevant equipment/ICT packages (e.g. SIMS, word, excel, databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, pupils and others specifically in relation to the spiritual, religious and liturgical life of the school

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Occasional attendance at meetings outside normal hours

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Headteacher.

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## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential

- NVQ 4 or equivalent qualification or experience in relevant discipline
- 5+ GCSEs including English and Maths at Grade C or above

#### Preferred

- Degree in Theology and Religious Studies/ Theology/ Youth Work/ Social Work/ Education
- Evidence of further training in school-based support
- Level 2 Safeguarding qualification

### Previous Experience:

#### Preferred

- Previous experience of working with young people in a school environment or similar
- Working knowledge of relevant policies/codes of practice & awareness of relevant legislation

### Job Specific Skills:

#### Essential

- Good numeracy/literacy skills
- Excellent verbal and written communication skills
- Effective use of ICT packages including SIMS
- Use of relevant equipment/ resources
- Ability to relate well to children and adults
- Ability to manage own workload
- Ability to analyse data to produce reports and to inform decisions
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these
- Ability to identify own training & development needs & cooperate with means to address these

#### Preferred

- Participate in training and development opportunities

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## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- None

### Financial Accountability

- None

### Additional Work Context Information

- None

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

## 5. APPROVALS:

LINE MANAGER		Name	
Signature		Date	
HEAD OF SCHOOL		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	