

St Michael's Catholic Academy

Job Description

SCHOOL CHAPLAIN

Grade H SCP 14-17

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.

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
- Develop and lead a chaplaincy team
- To offer opportunities of prayer for staff and students
- If a priest, celebrate Mass and the sacraments regularly in school; if not, plan for the same to occur with local clergy
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and 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 Prayer Room/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 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/Directors 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 Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

SECONDARY CHAPLAIN PERSON SPECIFICATION

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates

Faith commitment	Essential	Desirable	Source
A practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i>)	✓		A/I/R
Secure understanding of the distinctive nature of the Catholic school and Catholic education	✓		A/I/R
Understanding of the role of chaplain in the spiritual development of pupils and staff	✓		A/I/R
Understanding of the school's role in the parish and diocese	✓		A/I/R
Involvement in parish community		✓	A/I
Leading school worship	✓		A/I

Qualifications	Essential	Desirable	Source
Degree		✓	A/CC
Minimum 5 GCSEs including grade C or equivalent in English and mathematics	✓		A/CC
Professional development or training undertaken in preparation for chaplain in a Catholic School		✓	A/CC
CCRS/CTC (or equivalent) or commitment to obtaining the certificate		✓	A/CC/I

Experience and knowledge	Essential	Desirable	Source
Evidence of chaplaincy work or equivalent	✓		A/I/R
Evidence of working in a secondary school	✓		A/I/R
Evidence of working as a Catechist	✓		A/I/R
Evidence of leading worship	✓		A/I/R
Evidence of church traditions, practices and rituals	✓		A/I/R

Personal and professional qualities and attributes	Essential	Desirable	Source
Evidence of being able to communicate effectively to a range of audiences and in a range of media	✓		A/I/R
Evidence of the ability to build and maintain effective relationships	✓		A/I/R
Evidence of the ability to prioritise, plan and organise themselves and their work	✓		A/I/R

Evidence of the ability to develop effective teamwork	✓		A/I/R
Evidence of the ability to work on their own and as part of a team	✓		A/I/R
Evidence of personal enthusiasm and commitment	✓		A/I/R
Evidence of an understanding of the role of the secondary school chaplain	✓		A/I/R

Personal attributes

	Essential	Desirable	Source
To have excellent written and oral communication skills (which will be assessed at all stages of the process)	✓		A/I

Confidential references and reports

	Essential	Desirable	Source
A positive and supportive written faith reference from a priest where the applicant regularly worships	✓		A/I
A positive recommendation from current employer	✓		A/I
A second professional reference	✓		A/I

Application form and supporting statement

The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post
