

# All Hallows Catholic High School



<b>POST:</b>	Lay Chaplain
<b>HOURS:</b>	Permanent appointment to commence as soon as possible
<b>PAY RANGE:</b>	Grade 7 –SCP 19-25 £31,067 - £35,235
<b>RESPONSIBLE TO:</b>	Headteacher
<b>PURPOSE:</b>	The Chaplain's core role is to develop and support the spiritual life of the school community, primarily pupils but also, where appropriate, staff and parents. The Chaplain will work in close liaison with the Diocese.

## MAIN DUTIES AND 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 follow Catholic social teaching through involvement in practical projects.
- To have a central role in implementing the school mission statement and work with the Head Teacher in leading and developing the Catholic life of the school.
- Leading opportunities to live out the mission statement.
- To nurture the faith formation and liturgical life of the school community.

### The Chaplain as pastor

- Be visible and approachable around the school.
- Accompany members of the school community, celebrating with them in their joys and consoling them in their sorrows.
- To play a supportive role in the well-being of the staff.
- Use a collaborative style of ministry that encourages a team approach to chaplaincy through a chaplaincy team.
- To offer opportunities of prayer for staff and students.
- Plan for the celebration of Mass and the sacraments in school.
- Care for the school Chapel as a sacred space, and prepare for the celebration of Mass, Benediction and other services.

### **The Chaplain as leader**

- Have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty.
- Ensure that the school environment reflects the school's Catholic identity.
- Support class and whole school-based worship through the provision and creation of appropriate resources.
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship.
- Provide opportunities for staff and pupils to deepen their spiritual life by, for example, organising retreats and days of reflection.
- Leading and developing the Catholic Life of the School.
- Lead services using liturgy, music and singing.
- To co-ordinate and lead the schools retreat programme.

### **The Chaplain as educator**

- To support and enhance the RE curriculum where appropriate.

### **The Chaplain as professional**

- Make arrangements with local priests for the regular celebration of Mass and the sacrament of reconciliation within school.
- Form good working relationships with nearby parishes and clergy.
- Maintain good working relationships with other members of the school community.
- Observe professional standards in terms of appearance, punctuality and full participation in the working life of the school.
- To contribute to school self-evaluation processes and report to Governors.
- Play a supportive role in the pastoral system for students.
- To lead and develop the Chaplaincy website, resources and social media footprint.
- To support the Headteacher in his/her role as faith leader in school.

In addition, the Chaplain should be willing to carry out other tasks as reasonably requested by the Headteacher. For example, student supervision, educational trips and pastoral responsibilities. The Chaplain should also be prepared to undertake further training, including First Aid, as may be reasonable required for the efficient discharge of their responsibilities.

### **PERSON SPECIFICATION**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experiences you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Personal Qualities	Measured by: A - Application	Essential or
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	I - Interview R - Reference	Desirable
Faith commitment: be a committed and practising Catholic	R	E
Faith formation: have the potential to further develop the prayer life of students and staff	A, I, R	E
Have a vision for the development of Chaplaincy at All Hallows School	I	E
<b>Professional Experience</b>		
Experience of working with young people	A	E
Experience of working in a school environment	A, I	D
Experience of working in a Catholic environment: e.g. parish, school, youth service	A, I	D
<b>Skills, Abilities and Knowledge</b>		
A secure knowledge of the distinctive nature of Catholic education	A, I, R	E
A secure knowledge of the Church's liturgical year, its traditions and practices	A, I	E
A knowledge and understanding of issues affecting young people.	A, I	E
Able to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of individuals whether they are students or members of staff.	I, R	E
IT skills including ability to produce high quality resources.	A	E
Able to work on own initiative	R	E
Good organisational skills	A	E
Willing to work flexibly, including evenings and weekend on occasions, to be available for school activities.	A, I	
<b>Education</b>		
A minimum of GCSE grade C/ grade 4 in Maths and English	A	E
A Level 3 qualification, or practice equivalent (i.e. A volunteer year at a Retreat Centre), in Care, Children or Family Support	A	D

*"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."*