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**Ursuline College**

# JOB DESCRIPTION

**School Chaplain**

**Responsible to:** Academy Principal

**Grade:** KR4

**Hours per week:** 15 – 37

**Weeks per year:** 38 (Term Time only)

**Main Purpose of Job:**

***To provide leadership and support for liturgical events, to act as a link between the school and local clergy and to provide support and counsel to students, staff and parents.***

General Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school.
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
* To 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.
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.

**Specific Duties and Responsibilities:**

* To provide support and leadership of liturgical events, to acts as a link between the school and local clergy and to provide support and counsel to students, staff and parents.
* To animate the spiritual, religious and liturgical life of the school and lead appropriate liturgy
* To be visible and approachable in common rooms, staff rooms, dining rooms and playgrounds
* To develop a collaborative style of ministry that encourages a team approach to chaplaincy
* To arrange masses in school and lead pupils in collective and individual prayer.
* To act as a point of reference and develop links between the school, Priests of the Deanery, local parishes and the wider community
* To help with the provision of suitable resources for the prayer life, worship and assemblies in the school.
* To identify improvements to and develop the physical environment to remind everyone who visits the school of our Christian commitment
* To over-see (in conjunction with the Curriculum Manager for RE) whole-school liturgy and retreats
* To lead the SERIVAM group in acts of service to others
* To develop suitable activities to mark and celebrate the major feasts and seasons of the Church
* To support pupils and staff in their Sacramental and personal lives, working with staff and parents as appropriate
* To challenge and support on standards, morals and values of Christian life
* To act as an advisor to Governors, members of SLT and other staff on sensitive issues, advising on the Church’s position
* To identify improvements in systems and/or processes and implement as required
* To support the school administrative and non-teaching functions in tasks necessary to ensure the smooth running of the school

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

## PERSON SPECIFICATION

**SCHOOL CHAPLAIN**

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| **Criteria** | | Essential / Desirable | |
| **Skills, Knowledge & Abilities** | Excellent communication skills with ability to influence at senior level within the organisation  Ability to organise, manage and prioritise workload effectively  Ability to work using own initiative  Ability to work as part of a team  Ability to adapt to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/ situations  Ability to relate to students, parents/carers & staff | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** |  |
| **Previous Experience** | Recent experience of working with young people in a school environment  Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment | **🗸**  **🗸** |  |
| **Qualification/ Training** | A good general standard of education, especially with regards to numeracy and literacy skills.  First Aid qualification  Willingness to undertake further training as required. | **🗸**  **🗸** | **🗸** |
| **Other** | Flexible approach to working hours to meet the needs of the organisation  Be a practising Catholic | **🗸**  **🗸** |  |