JOB DESCRIPTION

ASSISTANT CHAPLAIN

Pay Band 5

The School Mission Statement

I can do all things with the help of God who strengthens me.
Philippians (4:13)

CONTEXT

St Edmund's is a Catholic Voluntary Aided Secondary school of over 1150 pupils. St Edmund's attains the top performing schools in Portsmouth and Hampshire and the catchment stretches well beyond Portsmouth. This job description reflects the aims and policies of the Governors of St Edmund's. The school has been graded 'Outstanding' by Ofsted twice. Our Diocesan Inspection has been consistently deemed 'Outstanding'. *"Chaplaincy provision is exceptional, driven by the passionate and energetic lay chaplain whose impact permeates the school community for the good of all." Section 48 Inspection 2023.*

CHAPLAINCY

A distinctive and specific feature of a Catholic school is the provision of a Chaplaincy. The task of the Chaplaincy is to serve the spiritual and pastoral needs of the School community.

Presently at St Edmund's there is a full time Chaplain and we are seeking to further develop and outstanding faith support. The position is available on a full time or part time appointment with some flexibility regarding hours.

GENERAL RESPONSIBILITIES OF THE CHAPLAINCY TEAM

The Chaplaincy team, under the leadership of the full-time Chaplain, will work closely with the Headteacher, Senior Management Team and the Religious Education Department to ensure that the:

- Christian ethos of the school is maintained in all aspects of the School Community.
- School is a worshipping community through the promotion and use of
- Liturgical celebrations marking various school occasions.
- Work of building bridges between home, school and parish is actively maintained.
- Spiritual needs of the school are met to the best of our ability.

Catholic Ethos of the School:

The Chaplaincy team will:

- Actively support the School Mission Statement so that it permeates all aspects of life of the school.
- Ensure the School Liturgies are celebrated in a joyous manner.
- Ensure that Mass, where appropriate, is celebrated.
- Organise alternative Liturgies if a priest is unavailable for Mass.
- Encourage closer links with the priests connected with St Edmund's.
- Ensure that the Chapel has a high profile as a place of prayer and quiet.
- Be present at, and on occasions, lead a School Assembly.

- Work with all departments to ensure that there is an opportunity for Spiritual Development across the Curriculum

School as a worshipping community:

As a Catholic school community, St Edmund's, through the Chaplaincy Team will:

1. Ensure that important school celebrations are appropriately marked with a Mass or liturgy.
2. Chapel is open for students and staff to have some time and space for quiet prayer and reflection.
3. Mass is celebrated on a regular basis.
4. Work closely with priests to ensure that the Sacrament of Reconciliation is available during the seasons of Advent and Lent.
5. Provide assistance, when needed, to classes or groups preparing a Liturgy.

To help support:

- End of term and leavers' services.
- Reconciliation services.
- School Assemblies.
- Staff Inset days.
- Celebration of achievements.
- Holy Days of Obligation.
- Feast of St Edmund.
- Tutor Masses.
- Week day Masses.
- To provide prayer opportunities for the staff as well as the pupils.
- Open morning which is held on a Saturday at the end of September/early October.

Pastoral Care:

The Chaplaincy team will:

- Work closely with the Heads of Learning, attending their meetings.
- Be available to students and staff.
- Be available to see children on a one-to-one basis.
- Assist in Conflict Resolution if required.
- Support the induction of new staff/students.

Part of our expression as an outward-looking Catholic School community, the Chaplaincy team encourages the raising of our conscious awareness in the areas of Justice and Peace by:

- Supporting the promotion of Fair Trade
- Organising Charity events. Presently, St Edmund's actively supports:
  1. CAFOD as part of our global involvement.
  2. St Vincent de Paul Society, Portsmouth as part of our local involvement.
  3. Global response to various crisis.
- Organising special Assemblies in prayerful response to significant events.
- Recycling and environmental awareness.

- Links with Bamenda.

Primary School Liaison:

- To provide support through time which is allocated each week to work in selected feeder Primary Schools on projects agreed by them.

Retreats:

- To prepare Retreats for year groups in conjunction with the RE department. This will differ in duration and structure as appropriate and some will be residential.

Charities:

- To promote and co-ordinate the Advent and Lent charities programme and develop as appropriate.

Chapel:

- To main the Chapel as a place of worship suitable for the Real Presence.

Immediate responsibility: The Chaplain

Ultimate responsibility: The Headteacher