**SPECIFIC DUTIES OF THE POST**

**Role:**  School Chaplain

**Line Manager:**  Deputy Headteacher

**Current hours per week:** 20 hours

**Current duty day(s) and time(s) per week:** To be agreed (by negotiation)

**GENERAL**

* Support and further develop the spiritual, religious and liturgical life of the school
* **Devise a strategic and systematic plan** for the pupils’ spiritual development
* **Clarify intended outcomes** taking into account the pupils’ age, faith commitment and traditions
* **Evaluate the impact** on the pupils’ attitudes and responses
* **Be a focal point** for spirituality by being visible and approachable around the school for pupils and staff (including in recreational areas)
* **Train and co-ordinate the work of the Pupil Chaplains.**

**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

**LITURGY and SPIRITUALITY**

* Arrange for local clergy to celebrate Mass and the sacraments regularly in school
* Be prepared to lead and evaluate retreats and other days of reflection.
* To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
* Plan and co-ordinate elements of the worship programme for the school year
* Prepare and lead worship and liturgical experiences in liaison with the Head of RE
* Devise suitable activities to mark and celebrate major feasts and significant events in the life of the school, working alongside other key staff.

**PASTORAL**

* 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 Headteacher in her role as faith leader in school
* To play a distinct role in the pastoral system
* Provide additional counselling and care for vulnerable students in liaison with heads of year, SENCO, support staff and Assistant Headteacher
* Provide individual or group counselling on matters of faith and practice

**FAITH in ACTION**

* Plan and provide opportunities for pupils that encourage ‘faith in action’ and raise awareness of justice and peace issues.
* Assist in the planning and take a lead on the school’s termly charity fundraising activities

**EXTERNAL COMMUNICATION**

* Liaise with local faith communities
* Assist with communication between the school and our feeder parishes
* Develop a collaborative style of ministry
* Initiate and maintain communication and consultation with local clergy, the Diocese and other agencies

**ADVICE, SUPPORT and WORSHIP MATERIAL**

* Lead staff in the fulfilment of their duty to support the Catholic ethos of the School for

example, with tutorial prayer and assemblies

* Provide the daily prayer for tutors with themes, prayers, readings appropriate to the age of the students
* Provide suitable resources for prayer and worship
* Provide training for staff

**PROFESSIONAL AND ACCOUNTABLE**

* 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 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
* Contribute to the creation of the school’s annual improvement plan
* Evaluate the liturgical and spiritual experiences offered throughout the school
* Present a report to the Line Manager/Governors

**PRACTICAL**

* Promote and care for the Chapel as a sacred space
* To liaise with other members of staff in helping to maintain an evidently Catholic ambience in

the school’s physical environment

**OTHER**

* Be involved where appropriate and where directed in the curriculum
* Work closely, collaboratively and sensitively with the RE department.
* To undertake such other duties as may reasonably be required by the Headteacher