

St Thomas Aquinas CMAT

Job Description – Lay Chaplain

This job description should be read alongside the National Standards document for School Chaplains. In this document, “Chaplain” refers to 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
- Encourage staff and pupils to live the faith by being involved in projects (such as the Faith in Action Award) relating to social justice and global citizenship
- Assist young people and staff in the effective planning, preparation and execution of the liturgy so that each celebration is a catechetical moment as well as a time of personal encounter with Jesus Christ.

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 or her role as faith leader in school
- Play a central role in the pastoral system
- Where appropriate, be actively involved in the transition of pupils from Key Stage Two to Key Stage Three across the Schools.
- Work to foster a cohesive synthesis between faith and life for all members of the school community, especially addressing the issues relevant in contemporary society.

Unit 5, Charnwood Edge, Syston Road, Cossington, LE7 4UZ

Tel. 0116 296 8171

Company No. 08090890





- 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.
- Develop a good working relationship with the local clergy.
- Engage with Continual Professional Development (CPD) relevant to the role of Chaplain.
- Lead school based CPD for staff in relation to the Catholic Life and Collective Worship provision of the school.
- Engage with the CMAT Chaplaincy and Diocese of Nottingham Groups, NDCYS and other Diocesan agencies by attending meetings regularly and engaging with resources.
- Liaise with Diocesan agencies, groups and individuals, where appropriate.
- Provide support and assistance in preparing the school SEF (Self Evaluation Form) and other preparations for Catholic School Inspections (CSI), formerly known as Diocesan Canonical Inspection (DCI).
- Maintain an awareness of and respect for school policies and working procedures.
- Report to the Lead Lay Chaplain and work with him/her to promote the development of Chaplaincy and Chaplaincy provision within the Trust.

Any other appropriate duties as directed by the Head Teacher within the School community and the Lead Lay Chaplain within the CMAT community.

Unit 5, Charnwood Edge, Syston Road, Cossington, LE7 4UZ

Tel. 0116 296 8171

Company No. 08090890



Unit 5, Charnwood Edge, Syston Road, Cossington, LE7 4UZ
Tel. 0116 296 8171
Company No. 08090890

