Harrytown Catholic High School

Person Specification – Chaplain
Responsible to: Deputy Headteacher

SPIRITUAL AND INTELLECTUAL	**Essential/ Desirable**
• Be a person of faith and prayer with a deep commitment to the Catholic Church; a practising Catholic	E
• Have a good sense of the Church's liturgy and be able to recruit and enthuse children and to take part in school worship	E
• Be up to date with current thinking and practices in the Catholic Church and Catholic Education	E
• Be committed to on-going training and learning	E
• Able to understand the complexity of working in a school and sensitive to the need to work together in the interests of students	E
• Able to exercise sound judgement in a wide range of situations	E
INTERPERSONAL AND COMMUNICATION SKILLS	**Essential/ Desirable**
• Be a good listener	E
• Be confident and comfortable with speaking one-to-one and also to large groups	E
• Able to relate well to children and young people and enjoy their company, as well as able to develop and establish good relationships with a broad range of people	E
• An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel	E
• Able to write high quality articles for our school newsletters and website	D
• Excellent oral and written communication skills	D
OTHER ABILITIES AND SKILLS	**Essential/ Desirable**
• Clear thinker and strategic planner	D
• Excellent organisation and administration skill	D
• A good time manager with the ability to prioritise and meet deadlines and able to respond to spontaneous events and work well under pressure	E
• Be comfortable working in a classroom environment when the role requires it	D
• Able to be proactive and positive and to research, initiate, complete and review projects	E
• Willing to participate in the life of the school and contribute to the extracurricular programme	E

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PERSONAL QUALITIES	Essential/ Desirable
• A high level of personal and professional integrity and good judgement	E
• Sensitivity to the needs and feelings of people regardless of age, religion or belief, sex, race or disability	E
• To be a role model for pupils and staff through personal and professional conduct	E
• Reliable and able to work on own initiative and as a member of a team	E
• Able to maintain a sense of proportion and perspective	D
• Able to be confidential	E
• A sense of humour	D
QUALIFICATIONS AND EXPERIENCE	**Essential/ Desirable**
• Educated to degree level	D
• Degree in Theology/Catechetics	D
• Evidence of relevant training to meet the responsibilities of this post	E
• Experience of dealing with children/young people	E
• Experience of preparing and leading liturgies	E
• Experience of catechetical or retreat work	D
• Full clean driving licence	D
• Qualified to drive a minibus / or willingness to undertake relevant training	D
• Satisfactory Enhanced Disclosure with the Disclosure and Barring Service	E
• Skill and confidence in the application of ICT	D