# Person

## SPECIFICATION

Lay Chaplain

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**Key: E = essential criteria and D = desirable criteria**

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| **CRITERIA** | **ESSENTIAL****/DESIRABLE** |
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| **QUALIFICATIONS AND TRAINING**  |  |
| Applicants must have GCSE (or O Level) at Grade C (or equivalent) or above in RE, Maths and English | **E** |
| Degree or equivalent qualifications with a willingness to pursue qualifications | **D** |
| Catholic Certificate in Religious Studies (CCRS) or equivalent | **D** |
| ***DEMONSTRATED BY: Application Form*** |  |
| **EXPERIENCE** |  |
| Previous experience of working with young people | **E** |
| Involvement in parish life and sacramental preparation | **E** |
| Experience of preparing and leading Collective Worship | **E** |
| Previous experience of working with young people and children in a school setting | **D** |
| Experience of leading liturgical music or other ways of supporting children and young people in using creative forms of worship, such as art or dance | **D** |
| ***DEMONSTRATED BY: Application Form*** |  |
| **SKILLS** |  |
| ICT literate – must be able to use Microsoft Office | **E** |
| Hold a full and valid UK driving licence and have access to own vehicle to travel between schools | **E** |
| Able to lead staff training and projects | **E** |
| Able to differentiate activities to ensure they are age appropriate | **E** |
| Experience in leading school liturgies and Acts of Worship | **D** |
| Ability to play a musical instrument / sing in a public setting | **D** |
| Ability to offer spiritual support and guidance to staff and students | **D** |
| Understanding of factors likely to impact on pupils’ behaviour, mood and well-being | **D** |
| Further ICT skills, which can be used to engage with, and evangelise the school community and beyond | **D** |

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| **KNOWLEDGE** |  |
| Knowledge of Roman Catholic Worship, and how to lead liturgies which are in keeping with the norms and tenets of the Catholic Church | **E** |
| Knowledge and understanding of liturgical seasons, scripture and Church teachings to support the Catholic Life of the school(s) | **E** |
| A deeper theological knowledge or a willingness to commit to further study and training | **D** |
| Awareness of wider Church documents such as encyclicals and apostolic exhortations from the Holy Father with the ability to explore them with children and young people | **D** |
| ***DEMONSTRATED BY: Interview*** |  |
| **MANAGEMENT** |  |
| Able to manage own workload | **E** |
| Able to prioritise | **E** |
| Able to show initiative | **E** |
| Able to work independently when required  | **E** |
| Excellent organisational skills | **E** |
| Experience of working within a team | **D** |
| ***DEMONSTRATED BY: Interview/Task*** |  |
| **APTITUDE AND PERSONAL QUALITIES** |  |
| A faithful and practising Catholic | **E** |
| Excellent communication skills – empathy with children with the ability to relate well to staff and parents | **E** |
| Able to work effectively as part of a team and maintain confidentiality | **E** |
| Reliable  | **E** |
| Calm and professional manner | **E** |
| Helpful and resilient | **E** |
| High inter-personal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality | **D** |
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| **CRITERIA** | **ESSENTIAL****/DESIRABLE** |
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| ***DEMONSTRATED BY: Application/Task*****SAFEGUARDING** |  |
| Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools | **E** |
| Demonstrate a commitment to safeguarding and promoting the welfare of children and young people | **E** |
| Ability to form and maintain appropriate relationships and personal boundaries | **E** |

This is a reserved post which means that applicants must be practising Catholics. Please consult the document produced by the Diocese of Nottingham ‘Catholic Schools and the Definition of a Practising Catholic’ for further information, this is available from the CMAT HR Team.