Saint John Wall Catholic School
A Catholic School For All

Mission Statement
'To educate each and every unique child in our care to hear and respond to what God calls them to be'

Post Title:	Lay Chaplain
Job Purpose:	• To promote and develop the Catholic ethos of the school and support the Pastoral Team with doing the same. • To support the Head of Year 7 with primary liaison and transition activities in order to ensure a good number of Catholic pupils are on role.
Reporting to:	Head of Religious Studies and Catholic Ethos, Assistant Headteacher Personal and Development, PICCL
Hours:	Term time only, Monday to Friday, 8.00am – 3.48pm
Grade:	Support Staff Grade B.12
Duties and Responsibilities:	• To support the Catholic ethos of the school and to challenge and support on standards, morals and the values of the Christian life. • To be available in school when necessary to support activities relevant to the post • To support the Religious Studies Department in sustaining and developing the Catholic ethos of the school. • Assisting with the planning and organisation of masses (form and whole school), days of reflection, services of reconciliations and residential retreats and support pupils to participate in the sacramental life of the church, where appropriate. • To lead school based CPD for staff in relation to the Catholic life of the school. • Helping to prepare and present Morning Prayer with pupils, form and year assemblies. • Systematically attending and helping to lead Form and Year assemblies. • Developing a Pupil Liturgical/Chaplaincy Group. • Attending school functions and taking part in Educational Visits. • Attending staff briefing, staff meetings, RS team meetings and Pastoral meetings. • To ensure the school environment and displays reflect the school's Catholic Christian identity – Taking care of the School Chapel, in addition to creating and updating the chaplaincy notice boards. • Helping to organise school charity events and to include the local parishes in school celebrations, where appropriate. • To assist with the running of the Catholic Partnership Young Leaders Course, support follow up activities and to encourage involvement in Diocesan Youth Service. • To liaise on a regular basis with Line Managers. • To support the Head of Year 7 with Primary Liaison and transition activities and to celebrate and share the faith life of the school with the wider community. • To support the Pastoral Team with pupil matters such as Bereavement Counselling, Exam anxiety, coaching and mentoring of pupils and to help with sensitive issues, advising on the Church's teaching. • To encourage in a regular process of appraisal and Continual Professional Development (CPD) relevant to the role of Chaplain. • To avail of opportunities for enhancing his/her own spiritual well-being.

	• To be a member of the ACCE and use the opportunities the organisation offers for professional and spiritual development. • To have input into the school development plan, DAPOP and CSED, its operation and review and advise the Senior Leadership Team where appropriate. • To report to and work with Governors/Directors to promote the Catholic Ethos and distinctive nature of the school. • To be a member of the Diocesan Chaplaincy Group or its equivalent, and attend Diocesan CPD and meetings regularly. • To liaise with Diocesan agencies, groups and individuals where appropriate.
Other Specific Duties	To be a First Aider. Observance of the city council's Equal Opportunities Policy will be required. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty not mentioned in the above. <u>The Chaplain as witness</u> • 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 involved in projects relating to social justice and global citizenship. <u>The Chaplain as pastor</u> • 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 their role as faith leader in school. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
Supervising Officer's Job Title:	Head of Religious Studies and Catholic Ethos
Level of Supervision	Left to work within established guidelines subject to scrutiny by supervisor.