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**Job Profile**

**School Chaplain**

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| **Aim of the post: -*** The role of the Chaplain is inherent in the vision and Mission Statement of the school: to support and develop the spiritual life and gospel values of the school community.
* To support the aims, values and ethos of the school and to contribute to the implementation of the school’s Mission Statement
* To make a significant contribution to the school’s and Chaplaincy extra-curricular programme.
* To be accountable to the Head and to perform such duties as he may reasonably direct, including some duties out of school hours.
* To play a full part in the life of the school community and encourage staff and students to follow this example.

**Key responsibilities: -*** As a practicing Catholic to be responsible for the Chaplaincy and its work.
* To be a visible presence in the school, available to all staff and students.
* To provide spiritual and pastoral support to those within the school community who wish to avail themselves of it.
* To offer support as needed by individual students and staff (especially at times of crisis such as bereavement).
* To support students in their spiritual and moral development and also to encourage staff in their own faith journey, having regard for the different ages, backgrounds, denominations and faiths in this community.
* To enrich the life of the school through prayer and liturgy.
* To maintain the status and popularity of the Chaplaincy in the school through the provision of extra-curricular clubs and the provision of visits and retreats and to publicise these opportunities.
* To be responsible for planning, facilitating and implementing prayer and worship. In particular, to be responsible for whole school Masses and services, liaising with the celebrant as required.
* To liaise with priests and to make arrangements for the celebration of the Sacraments within the school.
* To promote staff faith development (including induction of new staff).
* To maintain links with the Diocesan Chaplain Coordinator and the Association of Catholic Chaplains in Education.
* To support students in their sacramental life, especially to encourage them to participate in parish Confirmation programmes..
* To arrange a retreats and support the retreat teams.
* To give support to staff preparing assemblies, year group and House assemblies and class prayers.
* To mark the major feasts and seasons in the Church’s year in appropriate ways.
* To be responsible for the Chaplaincy Development Plan.
* To be responsible for the Spiritual Life section of the school website.
* To develop wider understanding and contribution of students to spiritual life through the introduction of groups to appropriate organisations such as CAFOD.
* To assist in the review and evaluation of current policy and practice in relevant areas of faith development and work with other staff on appropriate development plans.
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**Personal Qualities**

* Good communication skills
* Organised
* Familiar with the world of education
* Prayerful and reflective
* Calm
* Perceptive
* Able to listen
* Open minded and caring
* Proactive and innovative
* Sensitive and observant
* Confident
* Willing to learn
* Sense of humour
* Able to Lead

**Personal requirements**

**Essential**

* A practising Roman Catholic in a sincere faith journey with the church.
* A practising Roman Catholic who is actively and demonstrably involved in their local church community.
* Demonstrable interpersonal skills of communication, negotiation and motivation.
* Experience of planning, preparing and delivering liturgical celebrations
* Experience of facilitating prayer groups
* Be able to explain their vision of chaplaincy and provide a strategic plan of how that vision will be carried out.
* Demonstrable leadership skills to realise the vision.
* Be willing to undertake an induction programme and further in-service training.
* Have the well-being and the best interests of the school at heart.

**Desirable**

* Proven experience of working with differing age groups within a church/parish/liturgical setting
* Have appropriate training, qualifications and experience
* Experience of working within a secondary school setting