



ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: School Chaplain

GRADE: Band 5, Term Time Only

RESPONSIBLE TO: Assistant Headteacher

Overall Objectives of the Post

While those involved in school chaplaincy are responsible primarily to the school communities they serve, they have responsibilities, from the very nature of their work, to the local church and to the diocesan community. They are among those in the school able to 'represent' the school to the local church, especially in helping to sustain the tripartite relationship of school, parish and family that should work together to create an environment in which young people can develop a spirituality that will enable them to be more 'rounded' as human beings.

The chaplain must also 'represent' the interests of the diocesan community within the school, particularly in the celebration of liturgy by the school community.

Key Tasks of the Post

- Be a friendly, welcoming, Christ-like presence, able to build up a sense of communion and reconciliation within the school and within the local Church;
- Encourage the creation of an environment for the faith development of all staff and students;
- Encourage the prayer and sacramental life of the school community;
- Work with others, both within and from outside the school community, to provide regular opportunities for communal worship - both Eucharistic and non-Eucharistic - endeavouring to ensure that all liturgy is well prepared, resourced and celebrated with due dignity;
- Provide training for leadership and ministry in the liturgical and spiritual life of the school;
- Be an example to staff seeking to live their Christian vocation within the school and wider communities;
- Exercise the ministry of chaplain by striving always to work with others and be seen to be part of a team;
- 'Be available and be there' for individuals or groups in the school community in need of pastoral care or support;
- Be active in building bridges between the school, the parish, the families, the wider local communities and other faith group.

Specific Duties:

- Assist the Headteacher in meeting our obligation to ensure a meaningful, daily, act of collective worship
- Offer religious and spiritual guidance to staff e.g. through year group and class assembly
- Organise worship services in creative and ecumenical ways which are student led
- Facilitate the celebration of the sacraments as appropriate to each year group
- Provide support for staff (especially those who are non-Catholic or non-Christian) with pupil involvement in class assemblies
- Support the senior staff and the Head of House in the active involvement of pupils in year group assemblies (e.g. once a theme has been identified, organise and practice an appropriate group of students in readiness)
- Provide staff and pupils with a spiritual theme for each week linked to the Sunday Gospel readings and to attend staff briefing
- Assist the Headteacher in monitoring and evaluating the quality of collective worship
- For Y7 - 13, organise and deliver mini-retreats, liturgical services, experiential opportunities to know and understand the Church and its teachings
- Work with Hexham and Newcastle Catholic Partnership throughout the school year and especially with the inter school Mass at St Mary's Cathedral
- Initiate and maintain communication with the local clergy
- Encourage local clergy to visit school to meet with staff and pupils on a regular basis
- With the local parish priests organise a weekly school/parish mass (e.g. Thursday lunch-time)
- With the local parish priests organise the annual Y7 Welcome Mass and Y11, Y13 leaving liturgies
- Work with the YMT to make appropriate and cost effective use of the Youth Village
- Work with the Youth Mission Team to establish a 3-yearly school mission
- Initiate and develop a working relationship with local parishioners and councils; in particular the offer of the community use of school facilities outside school hours
- Keep records as required and contribute the annual diocesan Self-Evaluation of the school's mission.
- Develop and run a staff ethos group
- Advise SLT on matters relating to Church ethos and or Canon Law
- Internally organise and attend the Diocese Youth Festival, Flame Congress, The Source, The Source Y7 - 9
- To lead and manage the John Paul II Award

St Wilfrid's RC College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

You will be expected to work flexibly to meet the needs of the school.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EHN

Date: 28/03/2018

