



St John Fisher School seeks to help and encourage pupils to develop individually, collectively and freely a way of life modelled on Christ, in accordance with the Faith of the Roman Catholic Church

St John Fisher Catholic Secondary School

Job Description

SCHOOL CHAPLAIN

NJC Grade: C2

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplain" refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the Headteacher in leading and developing the Catholic life of the school. He/she will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum and other areas where appropriate.

CORE RESPONSIBILITIES

The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- Ensure that students enjoy their experience of the religious heart of the school and recognise development in their own faith
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice, national and global citizenship

The Chaplain as pastor

- Be visible and approachable around the school for students and staff (in recreational areas)
- Accompany students and staff 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 Headteacher in her role as faith leader in school

The Chaplain as leader

- Support and further develop the spiritual, religious and liturgical life of the school.
- To offer opportunities of prayer for staff and students.
- If a priest, celebrate Mass and the sacraments regularly in school; if not, plan for the same to occur with local clergy
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- Help with the provision of suitable resources for the prayer life and worship of the school
- Ensure the school environment and displays reflect the school's Catholic Christian identity
- Promote and care for both the lower and upper school Chapel as a sacred space

- Develop a school retreat programme for pupils
- Support students to participate in the sacramental life of the Church, where appropriate
- To celebrate and share the faith life of the school with the wider community
- To include the local parishes in school celebrations, where appropriate
- Help with sensitive issues, advising on the Church's teaching

The Chaplain as educator

- To support and enhance the Religious Education curriculum, where appropriate
- To undertake student group work, where appropriate
- To liaise with other areas of the school, for example, performing arts, to support liturgical and spiritual experiences
- Be involved where appropriate and where directed in the curriculum
- Ensure that students make a positive contribution in the school community and beyond through charity work, participating in liturgy and working with outside communities

The Chaplain as professional

- Have input into the school development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager
- To manage the Chaplaincy budget accordingly
- To engage in a regular process of appraisal
- To report to and work with Governors to promote the Catholic ethos and distinctive nature of the school
- Attend where possible staff meetings and any other meetings as appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain
- To avail of opportunities for enhancing own spiritual well-being
- To lead school based CPD for staff in relation to the Catholic life of the school
- To liaise with Diocesan agencies, groups and individuals, where appropriate
- To undertake such other duties as may reasonably be required by the Headteacher

PERSON SPECIFICATION: CHAPLAIN

Education	Essential / Desirable
Minimum of 5 GCSEs at C or above or equivalent, including Maths and English	E
University degree or equivalent	D

Experience	Essential / Desirable
Practicing Catholic- have a good understanding of the Catholic religion and commitment to its teachings – faith references will be sought. Please provide details of a faith referee on the application form.	E
Experience of working with children in an educational setting	D

Knowledge, Skills and Abilities	Essential / Desirable
A track record of creating positive relationships	E
A working knowledge of SIMS	D
Good interpersonal skills	E
Ability to lead, motivate and inspire students	E
Ability to work in an organised and methodical manner with time management skills	E
Excellent communication skills	E
Ability to deal with sensitive and confidential issues and information, discreetly and in a caring manner	E
Have high expectations of students	E
Be confident, professional and able to work, independently, with minimal supervision and as part of a team	E
Ability to manage and prioritise a workload	E
Flexible attitude to work	E

Other Attributes	Essential / Desirable
Commitment to the spiritual formation of all pupils	E
Commitment to safeguarding and protecting the welfare of children and young people	E
Possession of an enthusiastic and positive attitude	E
Commitment to sustaining attendance at work	E
Commitment to health & safety	E
Commitment to equality and diversity	E

Note: We will always consider your references before confirming a job offer in writing.