



*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

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

| <b>Experience</b>   | <b>Essential / Desirable</b> |
|---|------------------------------|
| 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                            |

| <b>Knowledge, Skills and Abilities</b>   | <b>Essential / Desirable</b> |
|--|------------------------------|
| 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                            |

| <b>Other Attributes</b>  | <b>Essential / Desirable</b> |
|--|------------------------------|
| 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.**