



Catholic and
Church of England
High School

Faith in God, Faith in Ability, Faith in Each Other

Job Title:	Chaplain
Grade:	HBC5
Responsible to:	Assistant Headteacher – Mission and Ethos
Responsible for:	Supporting the ethos of the school and enabling the mission of St. Chad's Joint-Church School

MAIN PURPOSE OF THE JOB:

The chaplain is a full member of the school team who acts as a visible faith presence in the school. S/he plays a fundamental role in supporting the ethos of our school and enables the mission of St. Chad's Joint-Church School to be truly lived in all that our school undertakes. The chaplain provides opportunities for the spiritual development of each member of the school community and s/he supports the pastoral care system in the school. The chaplain is responsible for the development of the liturgical life of the school community, nurturing faith, and publicly sharing and disseminating the mission of the school with the wider parish communities.

1. To be welcoming and approachable at all times to each member of the school community and to offer support and guidance as appropriate. To be a friend and adviser, to support each member of the school community in times of joys and sorrows.
2. Lead the prayer life of the school community through example and the provision of support materials. To create, and disseminate appropriate materials to support staff in morning prayer and reflection, daily acts of worship/assemblies. To develop suitable activities to mark and celebrate the major feasts and seasons of the church.
3. Manage and develop all aspects of the school's residential retreat programme and support and develop off-timetable activities associated with faith and spirituality.
4. The Chaplain will seek continued personal development (CPD) through suitable external formation and a rolling programme of personal and professional study. This involves regular contact with other diocesan School Chaplains and the dioceses of Shrewsbury and Chester Education Services.
5. Support and co-ordinate with the head of R.E. all aspects of liturgy and experiential activities linked with the curriculum in the school community. Ensure the appropriate management of the school chapel and the chaplaincy budget.

6. Develop and facilitate appropriate liturgy including the development of the physical environment of the school into one that will remind each member of the community of their Christian commitment.
7. To be involved where appropriate in the school curriculum and to assist in the health education, SRE and PSHE programme.
8. Support pupils in their sacramental life.
9. Challenge and offer support on standards, morals and the values of the Christian life through attendance at pastoral meetings, RE department meetings and Leadership Team meetings as appropriate. To help staff in particular with sensitive issues, advising on the official teachings of the Catholic Church and Church of England in consultation with our clergy.
10. Assist and advise the Leadership Team and governors where appropriate on the ethos and distinctive nature of our joint-church school, the spiritual development of the pupils and staff. The chaplain also has an input into the school development plan, its operation and review as well as providing input and support for INSET days related to the school's ethos/mission.
11. Develop links with parents, parishes, clergy, the wider community and links with the feeder primary schools.
12. Empower tutors and pupils to be actively involved in the living love of Christ including fundraising, volunteering and taking a stance on issues surrounding Justice and Peace.
13. Support and liaise with the pastoral team and external agencies in the transition of Year 6 pupils and the welfare of all our students.
14. To plan and develop the Worship themes and rota.

Lead and develop the Chaplaincy Management Team, delegating tasks and duties as agreed with the Deputy Headteacher for Personal Development and Well-Being.

Note:

Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment.