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| **Job title:** | **School Chaplain** |
| **Salary and grade:** |  |
| **School:** | **The Cardinal Wiseman Catholic School** |
| **Line manager:** | **The Head teacher** |
| **Supervisory responsibility:** |  |

# Key Tasks:

***The duties of the chaplain will be:***

To animate the spiritual, religious and liturgical life of the school and promote and maintain it as a high profile;

To accompany people at particular stages of their journey through life;

To help people to recognise God’s love for them and their need of God;

To enable people to share their questions without being too hasty to provide the right answer;

To acknowledge everyone as a person of worth;

To be visible and approachable throughout the School;

To get to know people individually and build relationships and links with chaplaincy;

To develop a collaborative style of ministry that encourages a team approach to chaplaincy;

To share in the joys and sorrows of others;

To provide a termly report to the Governing Body;

# General Tasks:

***The Chaplain will:***

Have significant input into the school improvement plans, its operation and review;

Have significant input in preparation for Section 48 Diocesan Inspections;

Attend where possible staff meetings, parents meetings and any other meeting as appropriate;

If a priest, celebrate Mass and the sacraments regularly in school; if not, make arrangements for the same to occur with the priests of the deanery and elsewhere;

Help with the provision of suitable resources for the prayer life, worship and assemblies;

Develop and lead a chaplaincy team, including pupil involvement as Eucharistic ministers, singers, musicians and readers;

Develop and lead appropriate liturgy;

Develop the physical environment into one which reminds us all of our Christian commitment;

Ensure maintenance of the Chapel;

Organise the provision of retreats and missions;

Develop links with local parishes and wider community.

# Pupils:

***The chaplain should:***

Be available to support and listen to pupils within the school community;

Inspire through example;

Lead pupils in prayer;

Support pupils in their sacramental life, working with staff and parents where appropriate;

Develop suitable activities to mark and celebrate the major feasts and seasons of the Church;

Challenge and support on standards, morals and the values of the Christian life;

Be involved where appropriate and where directed in the curriculum;

Understand and help cope with peer pressure.

# Staff:

***The Chaplain should:***

Be available to support and listen to staff within the school community;

Support in Morning Prayer;

Support staff with daily worship for pupils;

Help with sensitive issues, advising on the Church’s position;

Be a link in our Catholic community;

Advise the Senior Leadership Team;

Be involved in in-service training.

# Parishes, parents and the wider community:

***The Chaplain should:***

Advise where appropriate;

Contribute to the website and update the chaplaincy page when there is news;

Improve and nurture links with parishes;

Arrange visits of priests to school and look after them;

Help generate a better understanding of the school and its problems and successes.

# Governors:

# *Through termly reports and meeting with Governors the Chaplain will advise on:*

The Catholic ethos of the school;

The school’s distinctive nature;

The spiritual development of pupils;

Appropriate liturgy and celebration;

Ways of putting our aims into practice.

Other duties will be as directed by the Head teacher.

***The school will:***

Require no teaching or other responsibilities;

Recognise and affirm the support the chaplain needs to be given;

Provide an adequate budget to run chaplaincy;

Provide an office and secretarial support;

Ensure that chaplaincy is always seen as an important and visible sign that is signified and valued in the life of the school;

Establish with the chaplain a viable chaplaincy policy and strategy and regularly review its effectiveness.

It is hoped that the person appointed will use this job description as a starting point and, using imagination, enthusiasm and knowledge, will inspire our young people and our staff sensitively in difficult times.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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| **Signature of Post holder** |  | **Date** | **/ /** |
| **Signature of Headteacher** |  | **Date** | **/ /** |