



## Christ the King Sixth Form Job Description and Person Specification

<b>Job Title:</b>	Lay Chaplain
<b>Responsible to:</b>	Chaplaincy coordinator
<b>Core Job Purpose:</b>	The Chaplain will work collaboratively with the Chaplaincy Team to provide spiritual and pastoral care in order to establish the whole College community and ethos.

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This main activities and responsibilities are, in conjunction with the rest of the Chaplaincy Team, to:

- 1.1 Model and embed a College ethos based on Catholic principles and values.
- 1.2 Lead the College in liturgical celebration and its accountability to the wider Church community.
- 1.3 Provide opportunities for spiritual reflection and growth and promote the prayer life of the College:
  - To inform the writing of a weekly Thought for the week and prayer for Tutor Groups.
  - To raise awareness of important issues and needs in the world today.
  - To plan and to lead reflections and sharing for students during their visits to the Chaplaincy
  - To plan, lead and engage student participation in liturgical celebrations to larger student groups during Advent and Lent.
  - To plan, organise and deliver with the Chaplaincy Team relevant and appropriate liturgies throughout the academic year.
- 1.4 Offer appropriate support and guidance to students and staff and to work with all members of the College community in the delivery of pastoral care.
- 1.5 Where appropriate assisting in the development of any courses, programmes and activities, which promote Gospel values.
- 1.6 Participate in retreat activities for staff and students throughout the year as agreed with the Chaplaincy Team.
- 1.7 Attend College meetings and committees as appropriate.

- 1.8 Take a lead role in organising charitable activities.
- 1.9 Welcome students and staff of all faiths and none into the College community and helping to ensure that their beliefs and views are valued and respected.
- 1.10 Support links with partner schools and the wider Diocese where appropriate.
- 1.11 Take part in professional development activities including appraisal.
- 1.12 Promote equal opportunities for students and staff.
- 1.13 Undertake other tasks as required by the Co – Collegiate Principal, after due consultation.

### **Particular areas of responsibility**

- 1.14 Organising and managing the Chaplaincy Common Room and Chapel. Working and collaborating with students to make the Chaplaincy a welcoming and enjoyable place to be. To take responsibility for information and display boards in the Chaplaincy area.
- 1.15 Linked to liturgical celebrations in 1.3 to share responsibility for planning and delivering the '1010RE' student visits to the Chaplaincy and the larger Area Liturgies in the Main Hall.
- 1.16 Liaising and collaborating with Southwark Catholic Youth Service and other relevant agencies, publicising events and activities.
- 1.17 Actively support the work of the Student Council helping the Student Council to organize themselves and to work with staff colleagues in this task.
- 1.18 Deputising for the other Chaplains as appropriate.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to have the following attributes:

- 2.1 Be a practising Roman Catholic who has an understanding of the Church, its teaching and mission in the world and be able to relate and interpret this especially to the particular needs of the 16-19 age group.
- 2.2 Have an awareness and appreciation of the educational environment.
- 2.3 Experience in working with and engaging young people in the 16-19 age range, preferably from an educational and/or youth ministry background, with a commitment to supporting students' overall development.

- 2.4 A knowledge and understanding of liturgy and worship and the skills and confidence to lead small groups or the wider College community at particular celebrations.
- 2.5 Have common sense, enthusiasm, energy, vision and creativity, with the skill to motivate students and staff.
- 2.6 Be comfortable enough with their faith journey to support and encourage others at whatever stage they may be at in their own journey of faith.
- 2.7 Be able to reflect on experience and be open to change.
- 2.8 Have strong listening skills; be able to empathise with people and communicate effectively both verbally and in writing.
- 2.9 Be able to deal with difficult situations. Maintaining appropriate confidentiality (subject to safeguarding rules/processes) and being sensitive to the needs of individuals whether they be students or members of staff.
- 2.10 As part of a team, be able to take initiative, work under pressure, plan collaboratively, meet deadlines, be organised and yet be flexible if the need arises.
- 2.11 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.