



**“Confident in God’s love for us
We commit ourselves to His service”**

This post is subject to the contract of employment between the Chaplain and the Governing Body of The Sacred Heart Language College and the provisions in the General Guidance on Job Descriptions / Conditions of Service of Teachers as included in the document on Teachers’ pay and conditions.

The postholder must have regard to the Roman Catholic character of the College and be committed to supporting and upholding it.

COLLEGE CHAPLAIN – JOB DESCRIPTION

Purpose of Post

To develop a College chaplaincy through a broad range of activities and approaches which will contribute to the growth of the College as a community of faith.

Key Tasks

- To support the College’s ethos and aims as expressed in its Mission Statement “Confident in God’s love for us, we commit ourselves to His service” as well as our College Aims
- To be actively involved in promoting, developing and supporting the liturgical and spiritual life of the College in the spirit of the Sisters of Our Lady of the Missions and their Mother Foundress Euphrasie Barbier.
- To organise retreats, acts of solidarity and the programme of charitable works at the College.
- To lead the student Chaplaincy Team to develop approaches to chaplaincy work that support students to develop and understanding of the relationship between prayer, spiritual growth and action.
- To support students in their formation as they become confident young women of the future who will continue to contribute to society, the church and the life of their communities
- To assist in the development of whole College approaches to the spiritual, moral, social and cultural development of students through chaplaincy work, in partnership with our College Staff.
- To liaise with Heads of Year, Form Tutors and the Inclusion Department to identify and support the needs of individual students and as necessary to provide counselling for students where appropriate.

- To work with students to promote Gospel values of kindness, justice and respect towards others.
- To provide support for staff in their own faith development and in their role in the formation of the students in our care.
- To assist in organising and to contribute to the preparation of materials that support daily prayer and reflection for students and staff drawing from the rich traditions of prayer in the Catholic Church linked to the liturgical year of the church.
- To promote links with parents and carers which support their sense of belonging to the College as a community of faith.
- To help build up positive links with parishes, the wider church and the international network of Sacred Heart schools with whom we share a common foundation and charism.
- To engage with the preparation of Masses and the preparation of pupils to participate in the Mass in various ministries.
- To liaise with the wider Chaplaincy Team of the Archdiocese of Westminster and the Catholic Education Service as well as to attend conferences and training events where appropriate.
- To care for the College Chapel and, working in partnership with the College staff, to maintain and develop the sacred spaces around the school premises, buildings and classrooms.
- To undertake other duties and responsibilities that are considered reasonable and appropriate.
- To embed the Prayer and Liturgy Directory for Catholic Schools, Academies and Colleges in England and Wales, "*To love you more dearly*" in the daily practices of the school.
- Maintaining a high profile presence around the school and at school events as well as being confident in leading large and small formal and informal groups of students and adults/parents.
- To lead pilgrimages and trips that promote the ethos.

Safeguarding

The Sacred Heart Language College is committed to the safeguarding of its students. The person appointed will undergo a DBS enhanced check and will show that they understand and adhere to the professional and pastoral boundaries of working with children and young people.



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COLLEGE CHAPLAIN – PERSON SPECIFICATION

The successful candidate will be a practicing Roman Catholic and will have the following **essential** qualities:

- A degree or equivalent qualification
- The ability to inspire young people in relation to their Catholic faith
- A vision of how the work of the Chaplain contributes to the Catholic Life of the College
- Experience of working with young people
- The ability to initiate new ideas into the role of the Chaplain
- Good communication and presentation skills
- The ability to work in a flexible manner
- A commitment to equal opportunities
- Enthusiasm, energy and commitment
- Must enjoy working with young people

The qualities listed below, although not essential, are also **desirable**:

- A qualification in Chaplaincy
- Teaching experience
- An awareness of the “Every Child Matters” agenda
- Music and Drama skills
- Have led a trip or been on a pilgrimage