

CHAPLAIN

JOB DESCRIPTION

We are seeking a Chaplain with some teaching of Ethics in a Catholic Context. The role of the Chaplain is to work with students, staff, governors and external agencies to help maintain and develop a college ethos based on Catholic principles and values.

DUTIES AND RESPONSIBILITIES

1. To help maintain and develop the Catholic ethos at St Charles' based on the College's mission statement aims, especially to keep the person of Christ at the centre of College life.
2. To be an active member of the College Pastoral Group, seeking to make a contribution to the spiritual, emotional and social welfare of the students and staff, working through the tutorial and general pastoral systems of the College.
3. To encourage the liturgical and sacramental life of the College, co-ordinating a network of local priests able to attend and lead Friday liturgies.
4. To be welcoming and available to all members of the College community: to offer counsel and advice, sometimes outside of College hours, and to liaise where appropriate with external agencies.
5. To create in the Chaplaincy area a friendly, homely atmosphere and to preserve in the Chapel a spirit of prayer, managing access times and behaviour expectations accordingly.
6. To work in close liaison with the R.E. Department, in the organisation of liturgy and in contributing to the development and delivery of the General RE programme.
7. To arrange residential retreat experiences (some weekend work required).
8. To take lead responsibility for all charity/fund raising events and activity within the College.
9. To act on own initiative or with others – as appropriate and where possible – to organise extra-curricular activities such as social gatherings, charity events, pilgrimages and social justice initiatives.
10. To develop own gifts and talents in the service of the College community and to take on designated areas of responsibility as judged appropriate by College Management and the Chaplaincy team.
11. To support links with feeder schools, parishes and deaneries and to build good relationships with local clergy for the celebration of the sacramental life of the College.
12. To attend appropriate meetings of staff, students, parents and governors. Attendance at five main Governing Body meetings per year is an expectation.
13. To manage the Chaplaincy budget and physical resources responsibility.
14. To take responsibility for the organisation of some community service programmes in liaison with the Enrichment Co-ordinator in the College.
15. To support and nurture links with the wider church and community, in particular the Diocese, local parishes, partner schools and other relevant external agencies.

ST. CHARLES CATHOLIC SIXTH FORM COLLEGE

CHAPLAINCY APPOINTMENT

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BACKGROUND INFORMATION

HISTORY

When Cardinal Hume established St. Charles Catholic Sixth Form College in September 1990 he was insistent that its chaplaincy provision should be located at the very centre of the College, and that is where our beautiful chapel, chaplaincy social area and adjacent chaplaincy office is still to be found. Students and staff at St. Charles were originally served by chaplains drawn from the clergy, but in the past five years we have been successfully supported by lay chaplains. The present incumbent has worked here since 2016. The College has grown significantly since its inception, now meeting the needs of over 1,200 16-19 year olds in full-time education. The proportion of Catholic students currently sits at c. 30%, but our community is enriched by young people who are from a variety of faith traditions. While sitting firmly in the Catholic tradition of chaplaincy work we are seeking to appoint a person able to reach out and include students from across the cultural and faith spectrum within the College. We currently work with one lay chaplain, but he is part of both the RE and pastoral team within the College and will be well supported in the role.

CURRENT ROLE

To some extent the chaplaincy work will always be shaped and experienced in ways that reflect the unique gifts and personality of each chaplain. The following list of activities describes how the chaplaincy currently works, and is obviously reflective of the job description but perhaps give a more vivid picture of what the chaplain actually does at the moment:

- ❖ The leadership of chaplaincy induction sessions for all RE groups over the first 3-4 weeks of the academic year.
- ❖ The identification and encouragement of students to participate in liturgy, retreats, community service and charitable activities.
- ❖ The provision of Morning Prayer in the chapel on a regular basis through the week.
- ❖ The co-ordination of regular Friday lunchtime liturgies with local priests.
- ❖ The organisation of major liturgies reflecting important points in the calendar of the College and of the Church – this supported by key staff within the College.
- ❖ Contributing to the delivery of the General Religion programme including running of Advent and Lenten meditation services.
- ❖ The running of a sacramental confirmation programme for a small group of students.
- ❖ The organisation of three/four College weekend retreats through the year, and encouraging involvement in Diocesan pilgrimage to Lourdes in July.
- ❖ The co-ordination and development of some community service programmes in the College.

- ❖ Leading on charitable activities and fund-raising events, normally concentrated in our annual charities week.
- ❖ Supporting individual students facing personal or emotional difficulties as appropriate.
- ❖ Management of chaplaincy area and maintenance of all its physical resources, including specialist supplies for liturgical practice.
- ❖ Making regular visits to tutor groups in the College to support tutors in prayer and reflection as appropriate, together with leading the occasional assembly.
- ❖ Maintaining a high profile in the College, in the staffroom, and in student social areas.
- ❖ Coordination of the tutor representative programme.

We look, of course, to the chaplain for a good level of theological knowledge and appreciation so that our work is fully reflective of Church traditions and teachings.

RESOURCES

The chaplain is responsible for the maintenance and oversight of the chaplaincy and its adjoining rooms. He/she will also be given an annual budget to use in supporting the range of chaplaincy activities. The chaplain is also responsible for the collation and accounting of all monies raised through charitable action throughout the College.

CONDITIONS OF SERVICE

The chaplain will be line managed by the Vice Principal, through a College wide system which includes target setting and monitoring processes, as well as the negotiation and provision of appropriate training. The chaplain is automatically a member of the local and national chaplaincy networks. Pay is made on the Sixth Form Colleges' Forum support staff salary scale, and will have incremental steps built into it. We are seeking to appoint within the £25-30k range, inclusive of London weighting, dependent on experience. The chaplain will be employed on a full-time, term-time only support staff contract. In addition to this, extra payment will be given for attendance on the annual trip to Lourdes and College weekend retreats (maximum of two each year). Support staff work a 36 hour/week although we would expect some flexibility in the organisation of those hours. Appointment will be made subject to satisfactory references, identity checks and a clear DBS certificate. All candidates will be expected to quote a priest as a referee on their application form.