



The role of the Lay Chaplain

2021

This document is intended to provide some clear guidance for all as to the various roles and responsibilities that form the minimum expectations required of this role within our school. It also seeks to outline the role that the post holder will play in supporting and contributing to the distinctive nature and ethos of our Catholic school.

Job Description & Person Specification



The school motto is 'Laborare et Orare'
This is a Latin phrase that means to 'work and pray'



Charity is an exercise, a training, a discipline of shaping our character to become less of 'me', but more of 'us', as the community. **Charity means** giving something to those in need without an expectation or wanting something back in return.



Humility, you are humble when you are free from pride and arrogance. You know that in your flesh you are inadequate, yet you also know who you are in Christ. **Humility** or humbleness is a quality of being courteously respectful of others. It is the opposite of aggressiveness, arrogance, boastfulness, and vanity. Rather than, "Me first," **humility** allows us to say, "No, you first, my friend."



Simplicity, the quality or condition of being easy to understand or do, the quality or condition of being plain or uncomplicated in form or design, the focus of being unconcerned with the latest fads remembering to focus on the important things – being more not simply wanting more'.



Service is something that we do to others, where we show love and kindness to everyone, even to those who do not treat us well. We can serve others in many ways, and we should ensure that we use every opportunity that we can. Relationships and showing that we care is one of the most valuable ways to serve others.



Unity is oneness; **unity** is not uniformity. Unity is about standing together for those things that are right and decent, for those who need support, for justice and reconciliation.



MISSION STATEMENT

As a Catholic school we intend to put Jesus Christ at the centre of everything we do. Harrytown Catholic High School as a Christian community dedicated to successful learning by all its members will strive:

- ❖ To live the Gospel
 - ❖ To promote excellence and achievement for all
 - ❖ To nurture partnerships
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- ✓ By proclaiming and living out the faith of the Catholic church, supporting each other in the shared endeavours of teaching and learning, prayer worship and charitable works
 - ✓ By promoting and practising just and caring attitudes and actions towards all persons
 - ✓ By respecting the unique value of each individual and seeking therefore to respond to the talents and needs of all its members in an environment of praise and celebration, nurturing self esteem and mutual encouragement
 - ✓ By ensuring that the most effective opportunities for the education of pupils are established in all areas of the curriculum
 - ✓ By pursuing the highest standards in all we do and by constantly seeking improvements
 - ✓ By developing and maintaining close co-operation with the parents who entrust their children to us, with the parishes who also seek the spiritual and religious formation of our young people, with our local associated schools and colleges and with the wider community.

'I have come that they have life and have it to the full' John 10:10

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POST: Lay Chaplain

Grade: Scale 6

Responsible to: Deputy Headteacher

LAY CHAPLAIN JOB DESCRIPTION:

JOB PURPOSE: To work with staff to ensure the Catholic ethos of the school is maintained and spiritual values are safeguarded; to ensure Liturgical celebrations are promoted, the pastoral needs of the school are met and links are made between the parish, home and other local faith and community groups; to lead the SVP group in the school and work closely with its members.

MAIN RESPONSIBILITIES

1. To lead the development of the One Community Day event
2. To work with the RE department and other staff in the planning and implementation of liturgy, helping in promoting and maintaining a high profile for the spiritual life of the school with the young people and staff
3. To support and liaise with our local clergy
4. To prepare Masses/Liturgies/Eucharistic Services and commissioning events when appropriate
5. To maintain the Chapel as a space for worship, reflection and mission, and to ensure that it is used appropriately and regularly so that it fully supports the prayer life of the school
6. To help to maintain the physical environment of the Chapel and the school as a whole as one which reminds us all of our Christian commitment
7. To support staff/pupils in prayer e.g. Staff Briefing/Morning Prayer/Liturgical events
8. To support charity work within the school encouraging pupils and staff to take the initiative to raise funds for the charities our school supports on an annual basis
9. To guide the work of the Youth SVP and play a leading role in the annual Stockport Catholic Schools Together in Faith Day
10. To help to develop, plan and implement retreats and RSE (Relationships and Sex Education) days
11. To be available to talk with /counsel pupils and staff where required
12. To be a presence in the classroom, where required
13. To attend RE meetings/pastoral meetings/occasional meetings with Governors/SLT regarding the faith and life of the school
14. To have input into the School Improvement Plan
'Striving to live the Gospel, promoting excellence and achievement for all and nurturing partnerships'



15. To liaise with other colleagues regarding issues that may arise with pupils
16. To have input into the INSET, training and induction programmes for staff and pupils, particularly concerning spirituality and the distinctive nature of a Catholic school
17. To consolidate and continue to improve links with local parishes, partners and the wider community by arranging visits of Priests and other parties that seek to bring the Gospel message to school, being part of the Friends of Harrytown Association (by acting as the school link) and contributing to the newsletter and website
18. To maintain and update the Chaplaincy notice board and Catholic ethos displays
19. To produce the thought for the week, assembly rota, liturgical themes and assembly resources for form tutors including the weekly form liturgy materials
20. To support the development and delivery of assemblies
21. To promote and lead on special events including Diocesan events such as those concerning 'Mini-DASH' and retreats
22. To prepare and maintain a Chaplaincy Development Plan
23. To play a key role in the planning and running of whole school Liturgical events
24. To have an involvement in other associated duties as discussed and agreed with the Headteacher

Notwithstanding the detail in this job description, in accordance with the CES contract the post holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Diocese.

PERSON SPECIFICATION : LAY CHAPLAIN	
<ul style="list-style-type: none"> • An active and regularly practising Catholic with a sound theological and liturgical understanding and a strong personal faith, who is committed to the spiritual and personal development of young people of secondary school age. 	
<ul style="list-style-type: none"> • Up to date knowledge of the teaching and practices of the Catholic Church 	
<ul style="list-style-type: none"> • Strong commitment to the faith development of secondary age pupils, and • preparedness to support and encourage them in personal and spiritual growth 	
<ul style="list-style-type: none"> • The skills and enthusiasm to develop interesting and creative liturgy and prayer within the school 	
<ul style="list-style-type: none"> • Possessing personal and professional integrity 	
<ul style="list-style-type: none"> • Sensitivity to the needs of others (regardless of faith, gender, race or disability) 	
<ul style="list-style-type: none"> • Effective communicator with the ability to engage a large audience of young people or adults and excellent inter-personal skills 	
<ul style="list-style-type: none"> • Able to approach pupils in a manner appropriate to their age 	
<ul style="list-style-type: none"> • Good listener, clear thinker and capable organiser 	



• Ability to conduct one-to-one dialogue with sensitivity	
• Ability to understand the organisational requirements of the school	
• Possessing a flair for imaginative and appropriate liturgical and spiritual experiences for pupils	
• Willing to undertake appropriate professional training and development	
• Potential to be inspiring, innovative and willing to explore creative solutions	
• Ability to respond spontaneously and work under pressure	
• Commitment to make an impact upon equality and justice in our community and beyond	
• An excellent team player who is able to draw staff and pupils into productive and happy relationships	
• Flexibility in terms of work hours	
• Good organisational skills and the ability to think clearly, calmly and to complete tasks successfully	
• Able to work with a variety of stakeholders and supporters sensitively and with confidence	
• Discretion, and respect for confidentiality within professional boundaries	
• High levels of energy and enthusiasm to cope smilingly with the life of a very busy secondary school	

QUALIFICATIONS AND EXPERIENCE

• Educated to degree level, (Desirable, a Degree in Pastoral Theology) or other experience or qualification that suits you to a chaplaincy role in the Catholic Church.	
• Evidence of relevant training to meet the responsibilities of this post	
• Experience of dealing with young people	
• Experience of preparing and leading liturgies	
• Experience of catechetical or retreat work	
• Full Clean Driving Licence	
• Satisfactory Enhanced Disclosure with the Disclosure and Barring Service	
• Skill and confidence in the application of ICT for communication and to enhance Liturgies	

KNOWLEDGE/SKILLS/ABILITIES:

• An easy and humorous manner which combines openness and engagement with challenge and formality.	
• Ability to recruit and enthuse large numbers of young people to take part in collective worship	
• An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel.	
• Good social skills, both with young people and also with adults (parents and staff).	
• Good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables.	

Part B: PERSONAL AND PROFESSIONAL CONDUCT



All adults working in a school context are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

B1. To uphold the public trust in the profession and maintain high standards of ethics and behaviour, within and outside school , by:

- 1.1 Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- 1.2 Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions
- 1.3 Showing tolerance of and respect for the rights of others.
- 1.4 Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- 1.5 Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

B2. To have proper and professional regard for the ethos, policies and practises of the school in which they work, and maintain high standards in their own attendance and punctuality.

B3. To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The Code of Conduct and Acceptable Use policies for IT systems are key policies which must be clearly understood and adhered to at all times by all staff who work in our .

The Bishops' Memorandum sets out the Catholic Bishops' Conference of England and Wales' expectations about the appointment of staff in Catholic schools.

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Body. The Catholic Church understands the vocation of a teacher and other adults who work in schools as a form of ministry within the Church.

All adults who work in Catholic schools are employed to participate in the Church's teaching office, exercising this ministry in accordance with the Church's teachings. This requires all adults who work in Catholic schools to be witnesses in word and deed to the Divine Teacher, Jesus Christ.

To find adults to work in Catholic schools who combine personal conviction and practice of the faith with the required professional qualifications and experience, especially in specialist subjects, is always a high priority.

The recognition of the role that Catholic teachers and staff play stands alongside the value we place on teachers and staff of other Christian denominations, other Faiths and other teachers who contribute to and support the Catholic ethos in our schools. We recognise the great contribution they make in helping to ensure that our pupils are equipped to communicate with and participate in contemporary society.
