

## Job Description

Role	School Chaplain (This is a part-time role)
Job Purpose	To be responsible for chaplaincy work in the School
Accountable to	The Headmaster via Assistant Head, Pastoral
Responsible for:	Delivery of teaching across the school, together with all associated activities.
Liaising with:	Relevant staff within School, e.g. Senior Leadership Team, Heads of Year and teachers, students, local parishes and Oxfordshire Diocese.
<b>Accountabilities</b>	
Policy/Strategic direction and development	<ul style="list-style-type: none"> <li>• To encourage and nurture spiritual and religious development of students and staff at School.</li> <li>• Celebrate Christian ethos and heritage of the School.</li> </ul>
Leadership & management of others	<ul style="list-style-type: none"> <li>• To coordinate, lead and work closely with the Chaplaincy Team, including coordinating termly meetings of the Chaplaincy Advisory Group.</li> <li>• To be responsible for the regularly liturgical provision in the school.</li> <li>• To be responsible for special liturgies based on the Church and School calendar and when particular circumstances demand (Easter, Christmas, leavers' celebrations, at time of bereavement).</li> <li>• To set and develop targets pertaining to the work of the chaplaincy and the chaplaincy team.</li> <li>• To work as part of a team to ensure effective working relations.</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• To attend Humanities Team meetings, contribute to department development plan (particularly relating to Religious Studies) and contribute to general RS lessons.</li> <li>• To liaise with Assistant Head, Pastoral in developing the General RS course where it can further the work of the chaplaincy and the ethos of the school, when appropriate.</li> <li>• To lead termly sectional assemblies, church or in school. Lead occasional whole school acts of worship (e.g. Harvest, Easter, Advent services).</li> <li>• Promote the general progress and well-being of individual pupils and of any assigned class or group of pupils.</li> <li>• To make records of and reports on the personal and social needs of pupils.</li> <li>• To participate in meetings arranged for any of the purposes described above.</li> </ul>
Pastoral	<ul style="list-style-type: none"> <li>• To offer support to students and staff where appropriate, working as part of the school pastoral team.</li> <li>• To provide opportunities for students and staff to develop in their prayer life.</li> <li>• To engage and support the pastoral and spiritual activities of the Diocese and the School.</li> <li>• To establish a presence around student communal areas.</li> <li>• To ensure a commitment to safeguarding and promoting the welfare of</li> </ul>

	children.
Extra-curricular activities & other duties	<ul style="list-style-type: none"> <li>• Organising and participating in extra-curricular activities (e.g. clubs, activities, residential trips, inter-house activities, etc).</li> <li>• Undertaking before school/break/lunch/after school duties as assigned.</li> <li>• To attend and participate in school Open days, Taster days and other events as appropriate with the focus on raising the profile and awareness of the chaplaincy.</li> </ul>
Marketing and external links, including public occasions	<ul style="list-style-type: none"> <li>• To work closely with the School charities group in promoting charitable actions and activities through the School.</li> <li>• To contribute to the School Outreach programme, visiting local schools, strengthening links with them and promoting the work of the chaplaincy.</li> <li>• To build positive and collaborative relationships between the school and local parishes, community and youth organisations.</li> </ul>
Management of resources	<ul style="list-style-type: none"> <li>• To use modern technology to find new ways for Chaplaincy to engage students and staff.</li> <li>• Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines</li> </ul>
Training & development of self and others	<ul style="list-style-type: none"> <li>• In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.</li> <li>• Promoting the sharing of good practice</li> <li>• To contribute towards staff development of other staff as appropriate.</li> <li>• To contribute to the induction of new staff as appropriate.</li> </ul>
General requirements – All school staff are expected to:-	<ul style="list-style-type: none"> <li>• Work towards and supporting the school vision and the current school objectives outlined in the School Development Plan.</li> <li>• Support and contribute to the school's responsibility for safeguarding students.</li> <li>• Work within the school's H&amp;S and First Aid policies to ensure a safe working environment for staff, students and visitors</li> <li>• Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Adhere to policies as set out in staff handbook.</li> <li>• Undertake other reasonable duties related to the role as required from time to time.</li> </ul>
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Person Specification

<b>Experience</b>	
Experience of Counselling	Desirable
Experience of organising Assemblies/Liturgies	Desirable
Experience for working within an educational diocesan context	Desirable
Experience of working with young people	Desirable
<b>Skills and Knowledge Required</b>	
Organisational skills: the ability to work in an effective way to meet targets and deadlines	Essential
The ability to recognise and appreciate the confidential nature of some work undertaken and work to school policies regarding confidentiality	Essential
Ability to empathise with pupils within a school setting	Essential
Teamwork: the ability to work collaboratively with others	Essential
High levels of literacy / communication and presentation skills	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential
Interpersonal skills: the ability relate well with and motivate staff and pupils	Essential
Ability to meet deadlines	Essential
Ability to adapt quickly to new environments / technologies	Essential
Strategic skills: the ability to formulate strategies for improved learning	Essential
Ability to lead a meeting	Desirable
Persuasive skills	Desirable
Ability to innovate	Desirable
Up to date with professional developments in the subject and other aspects of education	Essential
<b>Qualifications/Attainment</b>	
Level 4 (degree level) qualification or equivalent in an appropriate subject	Essential
IT Qualification to Level 2 or higher	Desirable
Intermediate Counselling Qualification	Desirable
<b>Attitude and Impact</b>	
A positive attitude and approach to change and development	Essential
A a 'can-do' attitude and a willingness to get involved	Essential
Flexible and a readiness to undertake a wide range of tasks	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Ability to work outsider of normal office hours on occasion	Desirable
Lifelong Learner	Desirable
<b>Personal</b>	
Practising Christian*	Essential