



JOB DESCRIPTION

<u>Post Title:</u>	Chaplain
<u>Purpose:</u>	To develop and maintain a coherent and fully integrated Chaplaincy provision which helps to support and underpin the College Ethos and carry out its Mission
<u>Responsible to:</u>	Vice Principal (Pastoral)
<u>Liaising with:</u>	SLT, Curriculum Managers, Senior Tutors, College Counsellor, Archdiocesan representatives and relevant external agencies.
<u>Working Time:</u>	Term Time plus 2 Weeks
<u>Grade:</u>	Support Staff Scale Range 18 -21

Main Duties and Responsibilities:

- To be visible, welcoming and available to all members of the College community advancing the belief that addressing the spiritual dimension demands care of, and interest in, the whole person
- To have full regard to the principles and values expressed in the College's Mission Statement
- To ensure that all members of the College community are offered opportunities for spiritual development and support appropriate to their stages in faith
- To encourage staff and students to follow Catholic social teaching through involvement in practical projects.
- To celebrate the Catholic ethos of the College through the provision of opportunities for Sacramental life, prayer, celebration and reflection
- To organise the celebration of Mass at regular intervals by a member of the local clergy
- To support the College in the provision of a high-quality Catholic experience for each student at the College
- To support the development of student leadership in both prayer and liturgy and in the chaplaincy
- To develop and maintain an effective Chaplaincy, facilitating the work in a creative and collaborative manner
- To lead on the implementation, preparation and monitoring of the criteria to meet outstanding for Chaplaincy and Collective Worship as described in the Catholic Inspection (CSI) framework
- To lead, develop, coordinate and participate in an annual operating plan for the Chaplaincy and a programme of Chaplaincy activities
- To lead, develop and coordinate chaplaincy activities for staff and students to include but not limited to:
 - trips to Lourdes
 - visits
 - residentials including Walsingham
 - and retreats for staff and students

- To pro-actively co-ordinate and lead a College Chaplaincy Team
- Provide all administrative support for College Chaplaincy meetings and activities, including prayer spaces
- To liaise with the Principal, Vice Principal (Pastoral), SLT and Head of RS and Core RE in developing the Catholic Life of the College ensuring a continued development of chaplaincy work and consistent promotion of the mission and ethos of the college
- To pro-actively liaise with the Pastoral Team to ensure excellent communication of the Catholic Life of the College
- To pro-actively support the College in its liaison with Catholic partner high schools and all schools from whom the College recruits students, across the Diocese and Wigan
- To pro-actively liaise with the Principal, Vice Principal (Pastoral), SLT and Head of RS and Core RE and the Progress Tutors to provide an engaging assembly programme, planned, developed and led on by a breadth of students which follow the liturgical calendar and key annual calendar events
- To attend Catholic Life meetings, contribute to Catholic Life Self-Assessment Report and Annual Action Plan and contribute to Core RE lessons promoting the work of the chaplaincy and the ethos of the College
- To pro-actively respond to, lead on and develop the charitable work of the College both locally, nationally and internationally, in conjunction with staff, students and the Vice Principal (Pastoral)
- To facilitate the discussion and implementation of the College vision of Christian community
- To protect the rights of all members of the College to religious liberty
- To establish and maintain a positive presence around student and staff communal areas
- Engage in all quality assurance procedures and prepare an annual Chaplaincy self-assessment report
- Provide regular monitoring reports to SLT, Governors and other stakeholders
- To manage the Chaplaincy budget
- To be an excellent ambassador for the College at all times
- To both support and lead on college liaison work: Taster Days, Information Evenings, and Open Events etc. ensuring a full keeping with the Mission & Ethos
- To support links with the wider Church and community, with parishes and external agencies
- To inform local parishes, Diocese of Liverpool and appropriate Church groups of the chaplaincy work within the college
- To liaise with College Marketing team and Diocesan Marketing communications to publicise and communicate chaplaincy activities of the college
- To communicate both timely and regularly the chaplaincy activities to all key stakeholders

Being a Chaplain means:

- Accompanying and sharing the story of young people at a particular stage of their journey through life
- Helping young people to recognise their need for God and communicating His personality and revelation to them
- Giving young people not simply answers to life's problems but rather helping them to shape the questions
- Being a living witness to the Christian way of Life
- Be willing to develop students' talents and use them for the good of others, especially the most needy
- Spending time in the student communal areas and staff room
- Animating the liturgy
- Giving encouragement where and when it is needed
- Being friendly, happy and confident and being able to work with patience and generosity, assured that with God students can do great things
- Having the courage to try things out and then to reflect on failure as well as success
- Experiencing a great variety of situations
- Knowing your people – the students, staff and all who work within and for the College

- Being what you need to be – prophet, presence, bridge-builder
- Appreciating and enjoying the happiness and inspiration that young people can give

Staff Development

- To undertake staff development where appropriate, including all mandatory and exam invigilation training required by the College and JCQ

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office.

Other

- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- Be aware of and adhere to all College policies and procedures, including Financial Regulations
- To take responsibility for continuing personal and professional development and to keep abreast of developments at local and national chaplaincy, Diocesan, CES and ACVIC to inform and facilitate all aspects of the post
- Support the strategic aims and objectives of the College
- To participate in appraisal arrangements, as and when required
- To undertake other duties and responsibilities commensurate with the nature of the post, and as may be requested by the Principal

April 2026