



Job DESCRIPTION

Apprentice/Trainee Lay Chaplain

INTRODUCTION

This role is designed to give successful applicants a grounding and formation in lay chaplaincy. Alongside existing chaplaincy provision, apprentice/trainee lay chaplains will serve the school/trust community of which they are part.

Apprentice/trainee lay chaplains will work closely with staff and students from both primary and secondary phases and will be responsible for supporting existing chaplaincy provision in those areas. Apprentice/trainee lay chaplains will have a link mentor/line manager and will not be expected to work independently or in isolation. Individual responsibilities may be taken on as training develops but this will be mutually agreed with the line manager.

Apprentice/trainee lay chaplains will be based in one place, usually within a 'hub' of schools and whilst work may be in a number of locations, a work space will be allocated.

Apprentice Lay Chaplains

Apprentice lay chaplains will undertake training with an accredited provider for 20% of their working time alongside support, formation and on-the-job training from the school/trust, the NDCYS and the NRCDES. The academic instruction will include an external end point assessment. Successful completion of this qualification will result in a Certificate of Higher Education as a Children, Young People and Families Practitioner. Time will be allocated to attend lectures and to complete work towards the qualification.

Reporting to	Line Manager / Mentor
Grade/Salary	Band I (Scale Point 2), £22,366 per annum
Contract	24 Months Initially, Fixed-Term
Hours per week	37
Job Title	Apprentice/Trainee Lay Chaplain



DUTIES AND RESPONSIBILITIES

At all times, the post holder is required to work within the mission statement and policies of the Catholic Multi-Academy Trust and to uphold the teachings of the Catholic Church.

- To be involved in the planning, delivery and evaluation of chaplaincy provision
- To work in collaboration with other staff and departments in the delivery of the school/trust mission
- To carry out tasks allocated by your line manager/mentor
- To adhere to the requirements of the safeguarding policies and procedures of the Catholic Church
- To maintain a safe environment in accordance with health and safety and to follow all Trust policies and procedures
- To take part in regular line management and supervision meetings
- To nurture and develop the Catholic Life of the community.
- To undertake training development opportunities related to the post as agreed with your line manager/mentor
- To engage with local and national Catholic events and networks
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



Person SPECIFICATION

Apprentice/Trainee Lay Chaplain

Key: E = essential criteria and D = desirable criteria

CRITERIA	ESSENTIAL /DESIRABLE
QUALIFICATIONS AND TRAINING	
A minimum of GCSE (Level 2) grade C in English and maths	E
A Level 3 qualification, or practice equivalent (ie. a volunteer year at The Briars), in Care, Children or Family Support	E
A commitment to ongoing professional development	D
EXPERIENCE	
Relevant experience of working with young people	E
Experience of Youth Ministry in the Catholic Church	D
Experience of leading liturgy and prayer	E
Experience of working with young people in schools	D
PROFESSIONAL KNOWLEDGE AND SKILLS	
Evidence of continuing professional development	E
Specific skills in music and liturgy	D
A current, valid driving licence	D
Creativity and imagination when leading work with young people	E
Good interpersonal skills and able to communicate well, both orally and in writing	E
Able to develop positive relationships with volunteers, teachers, catechists and clergy	E



Key: E = essential criteria and D = desirable criteria

CRITERIA	ESSENTIAL /DESIRABLE
PERSONAL ATTRIBUTES	
A committed and practising Catholic	E
Able to adapt to changing circumstances and new ideas	E
Self-motivated and a good sense of responsibility	E
Enthusiastic with the ability to enthuse others	E
Respectful and able to promote equality of opportunity and diversity	E
SAFEGUARDING	
Enhanced DBS clearance	E
Understanding of and compliance with all relevant legislation	E

This is a reserved post which means that applicants must be practising Catholics. Please consult the document produced by the Diocese of Nottingham '*Catholic Schools and the Definition of a Practising Catholic*' for further information, this is available from the CMAT HR Team.