



# St Bonaventure's School



## School Chaplain

### Job Description

<b>Responsible to:</b>	<b>Headteacher</b>
<b>Managed by:</b>	<b>Curriculum Leader for Religious Studies</b>
<b>Appointment:</b>	<b>1 Year Contract, term time only</b>
<b>Scale:</b>	<b>Support Staff GLPC - Scale 5 - Points 12-15 £30,033 - £31,440 per annum, pro rata for Term time only</b>
<b>Hours:</b>	<b>2 days per week Hours to be arranged</b>

#### Purpose:

- To support the Headteacher and the Senior Leadership Team and staff in the development of the spiritual and prayer life of the school community.
- To ensure that regular opportunities and resources are in place to develop the spiritual and prayer life of the school community

#### Main Activities and Responsibilities

- 1) To safeguard and promote the welfare of children in your care
- 2) To work in collaboration with the other School Chaplain, to deliver on the vision of the school chaplaincy team.
- 3) To promote St Bonaventure's as a centre of Excellence for Chaplaincy work including establishing effective links with local Parish Priests, Diocese, external bodies and Schools.
- 4) To contribute to professional development and to development of students in their faith journey
- 5) To attend relevant meetings of the RE Curriculum Team covering issues of liturgy, liturgical music and prayer and to work with them on the development of the Catholic Life of the school
- 6) To attend all meetings of liturgical music groups to ensure the smooth running of events at the school and to actively contribute to the enhancement of the liturgical life of the school, particularly with regards to music.
- 7) To assist in organising weekly Celebration of the Word by selecting appropriate music to ensure a rich and vibrant Liturgy
- 8) To assist in setting up a liturgical team with students and to meet regularly to discuss and action the enhancement of the liturgical life of the school, particularly with regards to music.
- 9) To liaise with the Music department to ensure that the development of music supports the liturgical life of the school.



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In Holiness and Learning*





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- 10) To liaise with the school mentors, school counsellors and pastoral staff within the realms of confidentiality, to ensure effective communication occurs.
- 11) To support the organisation of retreats, school carol concert and pilgrimages
- 12) To contribute to preparation for external validation, including CSI and Ofsted - eg: TELCO, CAFOD
- 13) To promote the Common Good and charitable life of the school
- 14) To liaise with relevant outside agencies where appropriate

## Other

- To take advantage of relevant opportunities for professional growth and to encourage professional development amongst other members of the team
- To maintain accurate and organised work records
- To work in accordance with the schools equal opportunities policy
- To work in accordance with the schools Health and Safety policy
- To undertake other reasonable duties as appropriate to the post as directed by the Headteacher

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

## Safeguarding and Promoting the Welfare of Children and Young People:

St Bonaventure's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Key Organisational Objectives

The post holder will contribute to the school's objectives in service and delivery by:

- Sharing the schools commitment to safeguard and promote the welfare of children and young people
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation at all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Promoting customer care and quality in line with the school policy
- Contributing to the maintenance of a caring and stimulating environment for students

## Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governors.

## Person Specification



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## Experience:

- A practising and passionate baptised Catholic.
- Has worked with school age students.
- Has worked with adults in a constructive way.
- Has worked with individuals requiring support in times of need.
- Has an outstanding knowledge of Catholic liturgy, praise and worship.
- Has worked with Youth within a Catholic environment.
- Has shown the ability to proclaim and give witness to the Word of God.

## Skills:

- Competent in the use of English and Mathematics.
- Excellent written and verbal skills
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own using one's own initiative.
- A good working knowledge of ICT.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in relationships.
- Able to manage a room of students safely.
- Able to supervise students and understand their behaviour and be able to respond to their needs, in a variety of circumstances.
- Able to act quickly and responsibly in the event of an accident, unacceptable behaviour or disruption.
- Able to sensitively work with others in times of grief and emotional need.

## Qualities:

- Passionate about education in a Catholic environment.
- Understands that education has the ability to change lives.
- Enjoys working with children
- Effective communicator
- Confidential
- Trustworthy and honest
- Committed to improving the life chances of children
- Enthusiastic
- Confident, positive and flexible
- Passionate about the Catholic Faith and identify of the school.
- A calm disposition.
- Passionate about their own Faith development.
- Interested in developing coaching and counselling skills.
- Must be able to work independantly.

