



# St Ursula's Convent School

## A Humanities College and Teaching School



### CHAPLAIN JOB DESCRIPTION

#### INTRODUCTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Southwark. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school/board of academy directors under the terms of the Catholic Education Service contract signed with the governors/directors as employers and should be endorsed by the Bishop or his representative. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Diocese acknowledge the importance of the role of the chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.



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### Job Description

#### SCHOOL CHAPLAIN

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplain" refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. He/she will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.

#### CORE RESPONSIBILITIES

##### The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship

##### The Chaplain as pastor

- Be visible and approachable around the school
- Accompany people at particular stages of their journey through life
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the Head Teacher in his/her role as faith leader in school
- To play a central role in the pastoral system

##### The Chaplain as leader

- Support and further develop the spiritual, religious and liturgical life of the school.
- Use a collaborative style of ministry that encourages a team approach to chaplaincy to develop and lead a chaplaincy team.
- To offer opportunities of prayer for staff and students.
- If a priest, celebrate Mass and the sacraments regularly in school; if not, plan for the same to occur with local clergy
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- Help with the provision of suitable resources for the prayer life and worship of the school
- Ensure the school environment and displays reflect the school's Catholic Christian identity.
- Promote and care for the Prayer Room/Chapel as a sacred space
- Develop a school retreat programme for pupils
- Support students to participate in the sacramental life of the Church, where appropriate.



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- To celebrate and share the faith life of the school with the wider community
- To include the local parishes in school celebrations, where appropriate
- Help with sensitive issues, advising on the Church's teaching

### **The Chaplain as educator**

- To support and enhance the RE curriculum, where appropriate

### **The Chaplain as professional**

- Have input into the school development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager
- To engage in a regular process of appraisal
- To report to and work with Governors/Directors to promote the Catholic ethos and distinctive nature of the school.
- Attend where possible staff meetings and any other meetings as appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain.
- To avail of opportunities for enhancing his/her own spiritual well-being
- To lead school based CPD for staff in relation to the Catholic life of the school.
- To be a member of ACCE and use the opportunities the organisation offers for professional and spiritual development.
- To be a member of the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate



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### PERSON SPECIFICATION SCHOOL CHAPLAIN

Criteria		Essential / Desirable	
<b>Skills, Knowledge &amp; Abilities</b>	<p>Excellent communication skills with the ability to influence at a senior level within the organisation</p> <p>Ability to organise, manage and prioritise workload effectively</p> <p>Ability to act upon own initiative</p> <p>Ability to work as part of a team</p> <p>Ability to adapt to an ever-changing environment</p> <p>Ability to develop and work with collaborative teams (negotiation, delegation, consultation and co-ordination skills)</p> <p>Suitable to work with children and relate to them, in particular 11-16 yrs age group.</p> <p>Working knowledge of Data Protection Act</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Previous Experience</b>	<p>Experience of leading and organising liturgy in a catholic setting</p> <p>Experience in leading faith development programmes</p> <p>Pastoral experience with young people, in particular 11-16 age group.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<b>Qualification/ Training</b>	<p>Qualifications in Pastoral work</p> <p>Qualifications in youth work</p> <p>Willingness to undertake further training as required.</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<b>Other</b>	<p>Flexible approach to working hours to meet the needs of the organisation</p>	<p>✓</p>	