

# St Alban's Catholic High School



*"Learning, Respecting, Caring"*

## School Chaplain

### Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

**Salary:** Grade 5 Point 20-25 £30,298-£33,945 FTE / £26,346 - £29,517 Actual  
**Hours:** 37 hours per week/ 40 weeks per year  
**Responsible to:** Headteacher

### Job Role

The Chaplain, through their work and witness, will contribute to the spiritual and pastoral care of all members of the school community. They will have a central role in implementing the school vision statement and work with the Headteacher in leading and developing the Catholic life of the school. They 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.

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 East Anglia. 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.

## **Job Role:**

### **The Chaplain as Witness:**

- Help people to recognise God's love for them and their need of God
- Inspire through example
- Encourage staff and students to live their faith in supporting our Faith in Action projects (such as our three school charities and Live Simply Award) relating to social justice and global citizenship
- Lead the Student Chaplaincy Group to enable effective planning, preparation and execution of the liturgy so each celebration is a catechetical moment, as well as a time of personal encounter with Jesus Christ

### **The Chaplain as Pastor:**

- Be visible and approachable around the school to both students and staff
- Accompany people at particular stages of their journey through life particularly at challenging times such as family separation and bereavement (e.g. Soul Space)
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the Headteacher in his role as faith leader in school
- To play a central role in the pastoral system
- Be actively involved in the transition of pupils from Key Stage 2 to Key Stage 3 in visiting the main feeder schools and providing Induction activities and services
- Work to foster a cohesive synthesis between faith and life for all members of the school community, providing a safe environment for students to share their challenges in living in a contemporary society

### **The Chaplain as Leader:**

- Support and further develop the spiritual, religious and liturgical life of the school in providing and leading liturgies and collective worship as required
- 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
- Liaise with Priest Chaplain
- Develop suitable activities to mark and celebrate the liturgical life 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 Chapel and Prayer Garden as a sacred space
- Provide opportunities for each year group to have a Day of Reflection to encourage spiritual and personal growth
- Plan, organise and deliver a residential retreat at Walsingham for Year 8 students
- To provide Sixth Form leadership training days to prepare students for Servant Leadership
- Support students to participate in the sacramental life of the Church, where appropriate
- To celebrate and share the faith life of the school with the wider community
- Help with sensitive issues, advising on Church teaching for the delivery of PYF (Preparing for Your Future) and extended registration

### **The Chaplain as Educator:**

- To support and enhance the RE curriculum, where appropriate
- To provide prayer opportunities for Year 7 and 8 Students to understand the feasts of Christmas, Easter and Pentecost

### **The Chaplain as Professional:**

- Have input into the school development plan regarding Catholic Life, its operation and review
- Advise the Senior Leadership Team, where appropriate

- Challenge and support on standards, morals and the values of the Christian life within school to ensure that it is true to its ethos
- To meet regularly with the Line Manager
- To engage in a regular process of appraisal
- To report to and work with Governors/Trust to promote the Catholic ethos and distinctive nature of the school
- Attend, where possible, staff meetings and any other meetings as appropriate including Chaplaincy Group and Well-being Group
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain
- To avail of opportunities for enhancing your 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 (Association of Catholic Chaplains in Education) and use the opportunities the organisation offers for professional and spiritual development
- To be a member of the Diocesan Chaplaincy Group and attend meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate, particularly Diocesan Youth Officer
- Provide support and assistance in preparing the schools' SEF (Self-Evaluation Form) and other preparations for Catholic School Inspections

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
Educated to at least A' Level standard	✓	
5 A* –C Grades GCSE including English	✓	
Member of ACCE (Association of Catholic Chaplains in Education)		
Member of the Diocesan Chaplaincy		
Experience working within a school environment		
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
<b>Personal Qualities</b>		
A genuine desire to help children to do the best that is possible	✓	
Practicing Catholic	✓	
Patience and empathy with all stakeholders	✓	
Optimism, enthusiasm, vision and creativity	✓	
Reliability and consistency	✓	
Team player	✓	
Adaptability/ flexibility and resilience	✓	
Ability to take the initiative and be proactive		
Ability to relate to and inspire young people		
Ability to communicate clearly both verbally and in written form		
Able to stay calm in challenging situations		
Ability to attend internal and external meetings as required		
<b>Skills and Abilities</b>		
Successful experience of working with young people		
An understanding of the diverse learning and social needs of young people		
Undertake Parish work		
Good ICT skills		
Commitment to working for the benefit of others		
Understanding of the importance of forgiveness		
A commitment to 'going the extra mile' for the pupils in our care		
Ability to deal with challenging behaviour	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who may be emotionally unwell or upset	✓	
Ability to motivate/encourage/empower students and adults	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support	✓	
Demonstrate a commitment to equality	✓	
Ability to write reports	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	