



ST PAUL'S ACADEMY

Lay School Chaplain

JOB DESCRIPTION

INTRODUCTION

The Academy has, in its Articles tes 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 Archdiocese of Southwark. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post is deemed as a leadership post and therefore requires a practising Catholic who can lead by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

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.

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.

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.
- 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

Should have a good understanding of the Catholic Faith to:

- a) support the school catechetical programmes where they exist
- b) Support the formal and informal learning that takes place across the school life
- c) Ensure structured time with pupils is well planned, delivered and evaluated;
- d) Support the professional development of staff in terms of Catholic life of the school
- e) 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

PERSON SPECIFICATION SCHOOL CHAPLAIN

Criteria		Essential / Desirable	
Skills, Knowledge & Abilities	<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>	
Previous Experience	<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>	

Qualification/ Training	Qualifications in Pastoral work Qualifications in youth work Willingness to undertake further training as required.	?	? ?
Other	Flexible approach to working hours to meet the needs of the organisation	?	

These duties may be varied by the Principal to meet changed circumstances in a manner compatible with the post.

The job description will be reviewed in discussion.