



# Lay Chaplain

## Job description

Grade 3

22.5 hours per week term time only

### Responsible to:

- Vice Principal

### Main purpose of role

- To animate the spiritual, religious and liturgical life of the school and promote the Mission Statement, aims and objectives of the school.
- To lead, maintain and coordinate the annual spiritual life programme of the school for both staff and students in collaboration with the School Chaplain and the RE Faculty.
- To develop innovative models of liturgy.
- To train, develop, support and nurture staff and students within the school so that they become skilled in leading and supporting the spiritual life programme
- To contribute to the SIP and monitor the effectiveness and direction of the spiritual life of the school via this process and the Catholic Schools Inspectorate/Section 48 and SEF forms.
- To liaise and network with a wide range of external contexts to enliven and enrich the spiritual life programme.
- To produce, maintain and develop the Spiritual Life calendar of events annually.
- To manage the Spiritual life budget.

### Main duties and responsibilities

#### Prayer and Collective Worship

- To support the prayer life of the school and ensure with HOY that prayer is part of Form Tutor ritual and routines.
- To develop and monitor prayer in form time and at the end of day.
- To ensure 'Prayer Spaces' in all rooms are maintained.
- To develop and model different approaches to prayer for students.
- To maintain and oversee the prayer rota in the Chapel.
- To ensure prayers in the planners are in line with the liturgical calendar and are developed annually.
- To devise and ensure that the prayer rota for staff briefing is produced annually.
- In line with the liturgical calendar to ensure the season of Advent, Lent and the Rosary is marked by prayer and reflection in the Chapel by arrangement with the RE Faculty and Form tutors.
- To support prayer services in the Chapel for staff and members of the school community in cases of bereavement and illness.

#### Masses

- To plan and coordinate all Whole School Masses and recruit and identify staff and students to support these.
- Liaise with and support HOH/HOYs in the delivery and planning of all Masses.



- To plan and coordinate all family Masses and recruit and identify staff and students to help and support these.
- To plan and coordinate Staff Mass as in line with the spiritual life calendar.

#### Assemblies

- Develop and contribute to a programme of assemblies that involves students in the delivery and design of the assemblies and to support form tutor in developing student participation in public prayer.

#### Retreat Programmes

- To plan, lead and deliver in school retreats and to plan and coordinate all external and residential retreats as per Spiritual Life calendar.

#### Penitential services

- To develop creative services on occasions such as Lent and Advent.
- To liaise with parish priests to put in place the sacrament of reconciliation for all students during Lent and Advent.

### Staff/ student development

#### Students as leaders:

- To develop and support the Catholic Life Student Chaplaincy leadership team.
- To train students to take on leadership roles to lead in the area of spiritual life.
- To recruit older students to support the role of sacristan.
- To recruit older students to become Eucharistic ministers.

#### Staff Enrichment

- To plan and coordinate staff enrichment evenings and Inset as outlined in the Spiritual Life calendar.

#### Form Tutor resources

- To ensure the form tutor Prayer resources area is updated regularly to include all relevant information on the prayer life and collective worship.

### Outreach and community links

#### MAC Primary Masses

- To assist in the development of strong links with the MAC Primary Schools so to plan, coordinate the celebration of the Masses together.
- To liaise with priests within their parishes.

#### Charitable Projects

- To lead on coordinating the Charity and Fundraising committee across the school supporting our local, national and international community.

#### Youth Service

- To liaise with the BCYS and encourage and support student involvement in Diocesan Youth activities.

### Professional development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking advantage of any relevant training and development available.



- Maintain a professional portfolio of evidence to support the appraisal process – evaluating and improving own practice.

#### **Additional duties**

- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
- Elements of this job description and changes to it may be negotiated at the request of either the Principal or the post holder.



# Lay Chaplain

## Person specification

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>A practising and committed Catholic</li> </ul>	•
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>Outstanding role model</li> <li>High level interpersonal skills</li> <li>Excellent leadership skills</li> <li>Very good organiser</li> <li>Good ICT skills</li> <li>Ability to work with and motivate vulnerable student</li> </ul>	•
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree (preferable but not essential)</li> </ul>	•
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>Optimistic and positive “can do” personality</li> <li>Willingness to deliver success whatever the difficulty</li> <li>Commitment to the highest standards</li> <li>High level of motivation and versatility</li> <li>Sense of humour</li> <li>Willingness to work weekends and evenings as when required</li> </ul>	•
<b>Contradictions</b>	<ul style="list-style-type: none"> <li>Difficulties in relationships with colleagues, students or parents</li> <li>Inability to work under pressure</li> <li>Pattern of absence from work</li> </ul>	•