



St Thomas More Catholic Voluntary Academy, St Anne's Voluntary Catholic Academy,  
St Mary's New Mills Catholic Voluntary Academy  
& St Mary's Marple Bridge Catholic Voluntary Academy.

### Job Description – Lay Chaplain

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplain" refers to 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

- To plan, prepare and lead liturgies and collective worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations.
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- To plan, prepare and facilitate Masses as required
- Support and further develop the spiritual, religious and liturgical life of the school.
- To offer regular opportunities of prayer for staff and students.
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- 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
- To organise retreats where appropriate including residential retreats
- To ensure liturgical resources are adequate and 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
- To play an active role in engaging young people in the life of the parish they are employed in





## The Chaplain as educator

- To support and enhance the RE curriculum, where appropriate
- To support the parish's catechetical programme, where appropriate

## The Chaplain as professional

- To avail of opportunities for enhancing his/her own spiritual well-being
- Help with sensitive issues, advising on the Church's teaching
- 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 and CMAT Lead Lay Chaplain
- 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 liaise closely with the local clergy
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain.
- To lead school based CPD for staff in relation to the Catholic life of the school.
- To engage with the St Ralph Sherwin CMAT Chaplaincy and Diocese of Nottingham Groups, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate





## Personal Specification

Requirements: E (Essential), D (Desirable).

### Qualifications/Training

1. A practising Catholic in Full Communion with the Church (E)
2. Experience of working with 4-16 year old pupils (D)
3. Effective literacy and numeracy skills at GCSE standard or equivalent (E)
4. Educated to A-Level or equivalent (D)
5. Holds a Bachelor's Degree or higher qualification (D)
6. Experience and/or qualification that suits you to a chaplaincy role in the Catholic Church. (D)

### Skills and Personal Qualities

1. Commitment to safeguarding and protecting the welfare of children and young people. (E)
2. Good knowledge and understanding of Roman Catholic beliefs and practices, and a desire to learn more about the Faith. (E)
3. The ability to involve others in liturgical celebrations (E)
4. The ability to provide effective support to staff, as well as, be approachable, reliable and confidential. (E)
5. Sets and maintains high personal and professional standards. (E)
6. Supports the school in identifying new and better ways of serving the school community to live out its mission and communicate the Gospel. (E)
7. Commitment to the spiritual and personal development of young people of primary and school age. (E)
8. Is able to animate the Mass within a parish context. (E)
9. The ability to communicate effectively, both through speaking and writing to a variety of audiences. (E)
10. The ability to relate to and work with all members of the school and wider community, including students staff, parents and families, and clergy. (E)
11. Good administrative and organisational skills, including scheduling events, arranging itineraries and timetables, obtaining and conserving resources, taking initiative, completing set tasks, delegating responsibilities and providing clear briefings and instructions. (D)
12. Effective use of ICT for presentations and producing documentation (E)
13. Familiarity with social media and its use in a professional setting (D)
14. A good health record and work attendance record. (D)
15. A commitment to further professional training and development and the ability to learn from experience and continually strive to improve. (E)
16. Willingness to work flexible hours. (E)





### Safeguarding and Expectations

1. Knowledge of safeguarding practices (D)
2. Must satisfy relevant pre-employment checks. (E)
3. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. (E)

