Harrytown Catholic High School

Job Description: Lay Chaplain
Responsible to: Deputy Headteacher

Job Purpose

- To work with staff to ensure the Catholic ethos of the school is maintained and spiritual values are safeguarded; to ensure Liturgical celebrations are promoted, the pastoral needs of the school are met and links are made between the parish, home and other local faith and community groups; to lead the SVP group in the school and work closely with its members

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 Headteacher 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 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 to promote the Catholic ethos and distinctive nature of the school
- To produce the assembly rota, liturgical themes and Celebration of the Word resources for Form Tutors
- To support the development and delivery of Celebration of the Word
- 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

Other specific duties

All Harrytown staff are expected to:

- Promote the vision and ethos of our school
- Support and contribute to the active safeguarding of our children
- Work within our policies to ensure a safe environment for all staff, pupils and visitors
- Ensure equality of opportunity amongst staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with pupils, parents and colleagues
- Engage actively in the Catholic life of our school
- Ensure the confidentiality of all sensitive information

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As part of the conditions of employment, the post holder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the Headteacher. These duties are not exhaustive or exclusive and may be varied provided that any other duties are appropriate to the grading level of the post.