



## St. Julie's Catholic High School

### JOB DESCRIPTION CHAPLAIN

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'***

<b>Post Title:</b>	<b>Chaplain</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To contribute to the spiritual and pastoral care of all members of the school community.</li> <li>To have a central role in implementing the school mission statement and work with the Head Teacher in leading and developing the Catholic life of the school.</li> <li>To nurture the faith formation and liturgical life of the school community.</li> <li>To lead and develop the Music Ministry in school.</li> <li>To lead and develop the Chaplaincy website and resources.</li> <li>To Support the Head Teacher in his/her role as faith leader in school.</li> <li>To play a supportive role in the pastoral system for students</li> <li>To play a supportive role in the well-being of staff.</li> </ul>
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>Leading and developing the Catholic life of the school.</li> <li>The spiritual and pastoral care of all members of the school community.</li> <li>Leading opportunities to live out the mission statement</li> </ul>
<b>Liaising with:</b>	Headteacher, Deputy Headteacher, Assistant Headteacher, teaching/support staff, Sisters of Notre Dame, Archdiocese and local parishes.
<b>Working Time:</b>	195 days per year. Full time.
<b>Salary/Grade:</b>	Grade 6, Pt 24 to Grade 6, Pt 29
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"> <li>Support and further develop the spiritual, religious, and liturgical life of the school.</li> <li>Use a collaborative style of ministry that encourages a team approach to chaplaincy through a chaplaincy team.</li> <li>To offer opportunities of prayer for staff and students.</li> <li>Plan for the celebration of Mass and the sacraments in school.</li> <li>Lead services using liturgy, music and singing.</li> <li>Develop suitable activities to mark and celebrate the major feasts and seasons of the Church and the Sisters of Notre Dame.</li> <li>To support staff and pupils in their planning, preparation and leading of liturgies and collective worship.</li> <li>Help with the provision of suitable resources for the prayer life and worship of the school.</li> <li>Develop the Chaplaincy website as a resource for Catholic Life in school</li> </ul>



## St. Julie's Catholic High School

### JOB DESCRIPTION CHAPLAIN

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'***

	<p>and in the community.</p> <ul style="list-style-type: none"><li>• Develop electronic and physical resources to support Sacred Time (daily act of collective worship)</li><li>• Ensure the school environment and displays reflect the school's Catholic Christian identity.</li><li>• Promote and care for the Chapel as a sacred space.</li><li>• Develop a school retreat programme for pupils.</li><li>• Support students to participate in the sacramental life of the Church, where appropriate.</li><li>• To celebrate and share the faith life of the school with the wider community.</li><li>• To include the local parishes in school celebrations, where appropriate.</li><li>• Have input into the school development plan, its operation and review.</li><li>• Advise the Senior Leadership Team, where appropriate.</li><li>• To meet regularly with the line manager.</li><li>• To engage in a regular process of appraisal.</li><li>• To report to and work with Governors to promote the Catholic ethos and distinctive nature of the school.</li><li>• To lead school based CPD for staff in relation to the Catholic life of the school.</li><li>• To liaise with Diocesan agencies, groups, and individuals, where appropriate</li></ul>



## St. Julie's Catholic High School

### JOB DESCRIPTION CHAPLAIN

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'***

<b>Staffing</b>  <b>Staff Development</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>Attend where possible staff meetings and any other meetings as appropriate.</li> <li>To engage with Continual Professional Development (CPD) relevant to the role of chaplain.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant accurate and up-to-date information.</li> <li>Quality assure the provision of Sacred Time and Catholic Life activities</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To communicate effectively with students, families and staff as appropriate.</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>To follow agreed policies for communications in the school</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.</li> </ul>



## St. Julie's Catholic High School

### JOB DESCRIPTION CHAPLAIN

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'***

#### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors, and when answering telephone calls.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown but following consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed (post holder)	Signed (Headteacher)
Date:	Date: