

# Job Description

## Chaplaincy Coordinator

St Mary's College, Hull.

### INTRODUCTION

The Chaplain, through his/her work and witness, will lead on 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 headteacher and Chaplaincy team in leading and developing the Catholic Life of the school. He/she will nurture the faith formation and liturgical life of the school community.

**Reporting to:** *Director of Chaplaincy*  
**Job Title:** Chaplaincy Coordinator

### CORE RESPONSIBILITIES – DIOCESAN CHAPLAINCY STANDARDS

#### The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- Encourage staff and pupils to live the faith by initiating projects (such as the Faith in Action Award) relating to social justice and global citizenship
- Form young people and staff in the effective planning, preparation and execution of the liturgy so that each celebration is a catechetical moment as well as a time of personal encounter with Jesus Christ

#### The Chaplain as pastor

- Be visible and approachable across the school community
- Accompany people at particular stages of their journey through life
- Get to know people individually and make the most of opportunities for personal contact
- Support the headteachers in their role as faith leader within school
- Play a central role in the pastoral system
- Where appropriate, be actively involved in the transition of pupils from Key Stage 2 to Key Stage 3 across the schools
- Work to foster a cohesive synthesis between faith and life for all members of the school communities, especially addressing the issues relevant in contemporary society

## The Chaplain as leader

- Effectively implement the Bishop's vision for chaplaincy
- 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, whole year and whole school celebrations.
- Support and empower staff and pupils in their planning, preparation and leading of liturgies and Collective Worship
- Support the effective monitoring, evaluation and review of Catholic Life and Collective Worship
- Plan and support regular celebrations of the sacraments, especially the Eucharist
- Support and further develop the spiritual, religious and liturgical life of the schools
- Offer regular opportunities of prayer for staff and students both in and outside of the chapel
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- Create and provide suitable resource for the prayer life and worship of the school
- Effectively research and disseminate relevant information for use in Daily prayers, collective Worship etc.
- Ensure the environment and displays across the schools reflect their Catholic identity
- Promote and care for the Chapel as a sacred space
- Promote places and opportunities for prayer, silence and reflection within school
- Organise retreats, including residential retreats (this may include time outside of normal school hours)
- Celebrate and share the faith life of the schools within the Trust and the wider community
- Include the local parishes in school and hub celebrations, where appropriate
- Play an active role in engaging young people in the life of the local parish(es) and diocese
- Support and promote fundraising and awareness-raising projects, for example CAFOD
- Promote and organise the group for the Lourdes Pilgrimage – including formation opportunities and fundraising
- Promote and organise other residential retreats (i.e. Briars) and Mission Days throughout the year
- Contribute actively to Trust Chaplaincy resources and to the Trust Chaplaincy website or other such resources as identified by the Director of Chaplaincy

- Plan and implement chaplaincy provision for the Sixth form, along with the Director of Chaplaincy and Chaplaincy Apprentice, ensuring a dynamic, inclusive programme that students can join and lead
- Develop and facilitate a chaplaincy team with representatives from across the staff and pupil community, and work collaboratively in building the Catholic ethos throughout the schools to ensure a whole school approach

## The Chaplain as educator

- Support the RE team and, where appropriate, and enhance the curriculum
- Organise and develop RE takeovers, and other suitable cross departmental opportunities, where pupils can interact with Chaplaincy through other subjects
- Coordinate with local clergy, where appropriate, to support the parishes' catechetical programme where provision is made and resources allow

## The Chaplain as professional

- Avail of opportunities for enhancing his/her own spiritual well-being including attending the annual lay chaplains' retreat
- Help with sensitive issues, advising on the Church's teaching
- Contribute the school development plans, their operation and review
- Advise the senior leadership teams, where appropriate
- Challenge and support on the virtues of the Christian life
- Meet regularly with the Director of Chaplaincy and School Catholic Life Lead/Headteacher
- Report to and work with governors to promote the Catholic ethos and distinctive nature of the school
- Attend, where possible, staff meetings and any other meetings as appropriate
- Develop a good working relationship with the local clergy
- Engage with Continual Professional Development (CPD) relevant to the role of Chaplaincy Coordinator
- Work with the Director of Chaplaincy to lead school based CPD for staff in relation to the Catholic Life and Collective Worship provision of the schools
- Participate in meetings with the Bishop's representatives for chaplaincy
- Liaise with diocesan agencies, groups and individuals, where appropriate
- Provide support and assistance in preparing the schools' CSED (Self-Evaluation Form) and other preparations for Catholic School Inspections (CSI), formerly known as Diocesan Canonical Inspection (DCI)
- Maintain an awareness of and respect for school policies and working procedures
- Manage chaplaincy resources responsibility

Any other appropriate duties as directed by line manager within the school communities.

*The St Cuthbert's Roman Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust 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.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

# Person Specification

## Chaplaincy Coordinator

### Key:

E = Essential criteria

D = Desirable criteria

A = Application form

Q = Qualifications

R = References

PPR = Parish Priest Reference

I = Interview

T = Task

### QUALIFICATIONS AND TRAINING

Applicants must have 5 GCSE (or O Level) at Grade C/4(or equivalent) or above in RE, Maths and English	E	A/Q
Degree or equivalent qualifications in a related field (Teaching, Youth & family Ministry, Theology etc.) or substantial relevant experience	E	A/Q
Willingness to pursue relevant qualifications as per the requirements of the job	E	A/I
Catholic Certificate in Religious Studies (CCRS) or equivalent	D	A/Q

### EXPERIENCE

Previous and recent experience of working with young people (11 – 19 Years)	E	A/T
Successful experience of working collaboratively within a staff team	E	A/R/I
Evidence of ongoing involvement in parish life	E	A/I/PPR
Demonstrable experience of preparing and leading Collective Worship	E	A/I/T
Previous experience of working with young people and children in a school setting	D	A/T
Experience of leading liturgical music or other ways of supporting children and young people in using creative forms of worship, such as art or dance	D	A/I
Experience of working collaboratively within an group of educational professionals	D	A/I
Previous experience of supporting Sacramental preparation in a Parish (Children's Liturgy, Catechist etc)	D	PPR

## SKILLS

ICT literate – must be able to use Microsoft Office suite	E	A/I
Further ICT skills and experience in a range of programs (i.e. Canva), which can be used to engage with and evangelise the school community and beyond	D	A/I/T
Able to differentiate interactive activities to ensure they are age appropriate to gain engagement from students	E	A/I/T
Be able to efficiently transport yourself from one Trust location to another	E	A/I
Able to work with the Director of Chaplaincy to support and / or lead on staff training and projects	D	A/I
Experience in creating and delivering different forms of Collective Worship	E	A/I/T
Ability to play a musical instrument / sing in a public setting	D	A/I
Ability to offer spiritual support and guidance to staff and students	D	A/I
Understanding of factors likely to impact on pupils' behaviour, mood and well-being	D	A/I

## KNOWLEDGE

Knowledge of Roman Catholic Worship, including liturgical seasons, and how to lead Collective Worship which is in keeping with the norms and tenets of the Catholic Church	E	A/I/T
Knowledge and understanding of liturgical seasons, scripture and Church teachings and Catholic practices to support the Catholic Life of the school	E	A/I/T
Knowledge of what constitutes outstanding Collective Worship and Catholic Life in schools	E	A/I
A deeper theological knowledge or a willingness to commit to further study and training	D	A/I
Awareness of wider Church documents such as encyclicals and apostolic exhortations from the Holy Father with the ability to explore them with children and young people	D	A/I

## COMMUNICATION

Strong ability to engage and inspire others through written and verbal communication methods	E	A/I
Be confident in public speaking and facilitating group participation	E	A/I/T

Have an excellent ability to provide clear and respectful communication when leading prayers, reflections and sessions with students	<b>E</b>	<b>A/I</b>
A deeper theological knowledge or a willingness to commit to further study and training	<b>D</b>	<b>A/I</b>
Awareness of wider Church documents such as encyclicals and apostolic exhortations from the Holy Father with the ability to explore them with children and young people	<b>D</b>	<b>A/I</b>

## **PLANNING AND ORGANISATION**

Able to manage own workload and prioritise tasks	<b>E</b>	<b>A/I</b>
Working with secondary school curriculum demands to plan and organise logistics for large events	<b>E</b>	<b>A/I</b>
Able to self-evaluate and reflect on practice and adapt practice	<b>E</b>	<b>A/I</b>
Able to show initiative and work independently when required	<b>E</b>	<b>A/I</b>
Able to embrace change and adapt accordingly	<b>E</b>	<b>A/I</b>
Excellent organisational skills	<b>E</b>	<b>A/I</b>
Experience of working within a team	<b>E</b>	<b>A/I/R</b>

## **APTITUDE AND PERSONAL QUALITIES**

A faithful and practising Catholic	<b>E</b>	<b>A/PPR</b>
Excellent communication skills – empathy with children with the ability to relate well to staff and parents	<b>E</b>	<b>A/I</b>
Able to work effectively as part of a team and maintain confidentiality	<b>E</b>	<b>A/I/R</b>
Ability to engage with students and staff embracing compassion, inclusivity and reverence	<b>E</b>	<b>A/I/T</b>
Awareness of the spiritual and emotional needs of the school community	<b>E</b>	<b>A/I</b>
Sensitivity to diverse backgrounds and experience within our Trust Community	<b>E</b>	<b>A/I</b>
Supportive and helpful demonstrates a proactive and approachable attitude offering assistance and guidance to colleagues and stakeholders with patience and professionalism	<b>E</b>	<b>A/I</b>
Resilient and adaptable, maintains effectiveness under pressure responds positively to challenges and adapts to changing circumstances with composure and focus	<b>E</b>	<b>A/I/R</b>
High inter-personal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality	<b>D</b>	<b>A/I</b>

## **SAFEGUARDING**

The successful candidate's appointment is subject to a satisfactory Enhanced Disclosure and Children's Barred List check from the DBS.		<b>E</b>	<b>A/I</b>
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		
Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools		<b>E</b>	<b>A/I</b>
Demonstrate a commitment to safeguarding and promoting the welfare of children and young people		<b>E</b>	<b>A/I</b>
Ability to form and maintain appropriate relationships and personal boundaries		<b>E</b>	<b>A/I</b>

This is a reserved post which means that applicants must be practising Catholics. Please consult the Diocese of Middlesbrough recruitment guidance for the definition of a Practising Catholic'.