

School Chaplain - Job Description

Job Description

Cardinal Newman Catholic School is an inclusive school with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade STCAT LL5

Job Purpose To provide spiritual and pastoral support to the students of the school, bearing witness to the mission statement and maintaining and enhancing the distinctive Catholic nature of the school.

Reports to School Chaplain & Catholic Life Lead

Post Description:

Alongside existing chaplaincy provision, you will be responsible for serving the community of Cardinal Newman Catholic School of which you will be a key part. You will work closely with staff and students and be responsible for supporting existing chaplaincy provision in those areas.

This is a reserved post which means that applicants must be practising Catholics.

Job role

- To support the Catholic ethos of the School.
- To develop and enhance the spiritual, liturgical and prayer life of the school, providing opportunities for worship and reflection.
- To engage and enthuse students with a range of lively opportunities to explore and develop faith.
- To be involved in the planning, delivery and evaluation of chaplaincy provision.
- To work in collaboration with other staff and departments in the delivery of the School mission.
- To carry out tasks allocated by your line manager.
- To adhere to the requirements of the safeguarding policies and procedures of Cardinal Newman Catholic School.
- To take part in regular line management and supervision meetings.
- To nurture and develop the Catholic Life of the school community.
- To undertake training development opportunities related to the post as agreed with your mentor
- To engage with local clergy and national Catholic events and networks.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade.

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

A practising Catholic active in youth ministry with a good knowledge of the Church's teaching and of Catholic spirituality and catechesis (11 – 16)

Qualifications and experience	Essential	Desirable
Be a committed and practising Catholic	✓	
Working knowledge of general school practices and procedures		✓
Have experience of Youth Ministry in the Catholic Church		✓
Have experience of leading liturgy and prayer		✓
Ability to relate to and inspire young people	✓	
Good reading, writing, grammar and punctuation skills	✓	
Ability to undertake numerical calculations	✓	
Competent IT user	✓	
Personal Qualities		
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to exchange routine verbal information clearly	✓	
Seek support to overcome communication barriers with children and adults	✓	
Be prepared to develop and learn in the role	✓	
Working with children		
Role model Understand and implement the school's behaviour management policy	✓	
Good understanding and support the differences in children and adults and respond appropriately in relation to the role	✓	

Good understanding of the learning experience provided by the school in relation to the role	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell	✓	
Working with others		
Understand the role of others working in and with the school	✓	
Qualifications and experience	Essential	Desirable
Be a committed and practising Catholic	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with other adults in the school Ability to work on own initiative	✓	
Ability to provide timely and accurate information	✓	
Understand the role of others working in and with the school	✓	
Ability to liaise effectively with other staff and also deanery clergy	✓	
Attitudes		
Good organisational skills Ability to work accurately with attention to detail Ability to lead and motivate others in a positive and successful way, where appropriate Professional telephone manner Ability to make decisions Flexible and adaptable approach Good interpersonal skills	✓	
Ability to manage own time effectively and work to deadlines	✓	
Ability to follow instructions effectively	✓	
Attitudes		
Demonstrate a commitment to equality	✓	
Good understanding of Health & Safety and impact of own actions	✓	
Understand and implement child protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	