



**St Ralph
Sherwin**
Catholic Multi Academy Trust

St Ralph Sherwin Catholic Multi-Academy Trust Job Description

Lay Chaplain

Grade/Salary: Band 5 (Scale Points 19 – 24)

St. Ralph Sherwin Catholic Multi-Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Main purpose

This job description should be read alongside the Nottingham Diocesan Standards 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 headteacher 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.

Duties and responsibilities

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 being involved in projects (such as the Faith in Action Award) relating to social justice and global citizenship.
- Assist 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 communities.
- 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 headteachers in their role as faith leaders within schools.
- 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

- 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



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- 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
- 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 schools
- Ensure the environment and displays across the schools reflect their Catholic identity
- Promote and care for the Chapel(s) (where appropriate) as a sacred space
- Promote places and opportunities for prayer, silence, and reflection within the schools
- Organise retreats where appropriate, including residential retreats
- Ensure liturgical resources are adequate and appropriate
- Celebrate and share the faith life of the schools within the hub with 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 (or dioceses if appropriate)
- Support and promote fundraising and awareness-raising projects, for example CAFOD
- Contribute actively to CMAT Chaplaincy resources and to the CMAT Chaplaincy website or other such resources as identified by the LLC (Lead Lay Chaplain)
- Develop and facilitate a chaplaincy team of interested young people who will work collaboratively in building the Catholic ethos throughout the schools

The Chaplain as educator

- Support and enhance the RE curriculum, where appropriate
- Where provision is made and resources allow, to support the parishes' catechetical programme, where appropriate

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
- Have input into 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 his/her line manager and CMAT Lead Lay Chaplain
- Report to and work with governors/directors to promote the Catholic ethos and distinctive nature of the schools
- 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 lay chaplain
- Lead school based CPD for staff in relation to the Catholic Life and Collective Worship provision of the schools



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- Engage with the CMAT Chaplaincy and Diocese of Nottingham Groups, NRCDES, NDCYS and other diocesan agencies by attending meetings regularly and engaging with resources
- Liaise with diocesan agencies, groups, and individuals, where appropriate
- Provide support and assistance in preparing the schools' SEF (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
- Report to the Lead Lay Chaplain and work with him/her to promote the development of Chaplaincy and Chaplaincy provision within the trust
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Any other appropriate duties as directed by the headteacher within the school communities.

Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to line management
- Comply and assist with the development of policies and procedures, as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

The Lay Chaplain will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person Specification
Lay Chaplain**

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
Qualifications and Training	Applicants must have GCSE (or O Level) at Grade C (or equivalent) or above in RE, Maths and English	✓		Application Form
	Degree or equivalent qualifications with a willingness to pursue qualifications		✓	Application Form
	Catholic Certificate in Religious Studies (CCRS) or equivalent		✓	Application Form
Experience	Previous experience of working with young people	✓		Application Form
	Involvement in parish life and sacramental preparation	✓		Application Form
	Experience of preparing and leading Collective Worship	✓		Application Form
	Previous experience of working with young people and children in a school setting		✓	Application Form
	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		✓	Application Form
Skills and Knowledge	ICT literate – must be able to use Microsoft Office	✓		
	Hold a full and valid UK driving licence and have access to own vehicle to travel between schools	✓		
	Able to lead staff training and projects	✓		
	Able to differentiate activities to ensure they are age appropriate	✓		
	Experience in leading school liturgies and Acts of Worship		✓	
	Ability to play a musical instrument / sing in a public setting		✓	
	Ability to offer spiritual support and guidance to staff and students		✓	



	Understanding of factors likely to impact on pupils' behaviour, mood and well-being		✓	
	Further ICT skills, which can be used to engage with, and evangelise the school community and beyond		✓	
Knowledge	Knowledge of Roman Catholic Worship, and how to lead liturgies which are in keeping with the norms and tenets of the Catholic Church	✓		Interview
	Knowledge and understanding of liturgical seasons, scripture and Church teachings to support the Catholic Life of the school(s)	✓		Interview
	A deeper theological knowledge or a willingness to commit to further study and training		✓	Interview
	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		✓	Interview
Management	Able to manage own workload	✓		Interview/Task
	Able to prioritise	✓		Interview/Task
	Able to show initiative	✓		Interview/Task
	Able to work independently when required	✓		Interview/Task
	Excellent organisational skills	✓		Interview/Task
	Experience of working within a team		✓	Interview/Task
Personal Qualities	A faithful and practising Catholic	✓		Application/Task
	Uphold and promote the Catholic ethos and values of the school	✓		Application/Task
	Flexible in terms of working hours and duties	✓		Application/Task
	Reliable	✓		Application/Task
	Calm and professional manner	✓		Application/Task
	Helpful and resilient	✓		Application/Task



	Able to communicate effectively - empathy with children with the ability to relate well to staff and parents	✓		Application/Task
	High inter-personal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality		✓	Application/Task
	Able to work effectively as part of a team and maintain confidentiality at all times	✓		Application/Task
Safeguarding	Commitment to safeguarding, equality, diversity and inclusion, and promoting the welfare of children and young people	✓		
	Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools	✓		
	Ability to form and maintain appropriate relationships and personal boundaries	✓		

This is a **reserved post** which means that applicants **must be practising Catholics**. Please consult the document produced by the Diocese of Nottingham 'Catholic Schools and the Definition of a Practising Catholic' for further information, this is available from the CMAT HR Team.

Notes:

This job description may be amended at any time in consultation with the postholder.