

# ST AUGUSTINE'S RC HIGH SCHOOL

## INTRODUCTION

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers and should be endorsed by the Bishop or his representative. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Diocese acknowledge the importance of the role of the chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

## Mission Statement

At Saint Augustine's we believe that every person is made and loved by God. This is why we respect one another. Within our school community our young people will learn to act justly, love tenderly and recognise God in their lives.

Our school helps families to educate their children in accordance with the principles and teachings of the Catholic Church in an environment which inspires, encourages and supports the development of our pupils through nurturing their gifts and talents.

Our school community will keep alive the memory of Jesus through the Eucharist and through the practice of our Faith. We want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond.

Together we will work to make a difference in our community and in the wider world. We follow the example of Saint Augustine by stepping out in faith and celebrating our reasons for living and hoping.

## **JOB DESCRIPTION – School Lay Chaplain**

**Salary:** Grade 7, point 26-31 (pro-rata this would correspond to annual pay of £15,325 - £18,121)

**Working Time:** 195 days per year (term time plus 5 INSET days) 27.5 hours per week. There may need to be some flexibility around working hours depending on the nature of work undertaken (e.g. evenings / weekends)

**Reporting to:** Headteacher

The Lay Chaplain work closely with the Curriculum Leader for Religious Education and will serve the school as a member of our community. The Chaplain will help to support and develop the distinctive Catholic nature of the school as outlined in the school's Mission Statement.

### **SCHOOL CHAPLAIN**

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplain" refers to both ordained and 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 Head Teacher 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.

### **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.
- To assist the coordination of charity programmes and work with a variety of external agencies, e.g. SVP, CAFOD, staff charities & year group charities.

#### **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 Head Teacher 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.

- Plan with local clergy to celebrate Mass and the sacraments regularly in school.
- 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 Prayer Room/Chapel as a sacred space.
- To develop the school retreat programme for pupils. To attend retreats, pilgrimages and other RE / Chaplaincy trips with pupils including preparation and follow-up work.
- Support students to participate in the sacramental life of the Church, where appropriate.
- To celebrate and share the faith life of the school with the wider community.
- To include the local parishes in school celebrations, where appropriate. To be a focal point for priests, parish workers and other agencies who visit the school to support the spiritual life of the school. In particular to be a key link person between the school and local parishes, assisting as necessary with parish Confirmation programmes.
- Help with sensitive issues, advising on the Church's teaching.

### **The Chaplain as educator**

- To support and enhance the RE curriculum.
- To work closely with the RE Department on key aspects of work where the needs of the RE curriculum and the work of the Chaplain merge. The Chaplain may be required to contribute to lessons or in some cases undertake short term cover supervision for whole classes within the RE department i.e. supervise, support and assist students in the absence of the normal teacher.

### **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/Directors to promote the Catholic ethos and distinctive nature of the school.
- To encourage the active support of parents, grand-parents and carers in the life of the school.
- 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.

The successful candidate will be able to work on their own initiative with enthusiasm and commitment. The person must be a practising Catholic with a deep sense of faith and have an approachable and friendly way of relating to young people. The person will be able to build and develop excellent relationships with a variety of audiences, including pupils, staff and parish communities and will work closely with the Senior Leadership Team and RE department to fulfil the school's Mission.

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 provide a welcoming environment to visitors and telephone callers.

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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

***St Augustine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.***

## School Lay Chaplain Person Specification

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) or DESIRABLE (D)	To be identified from:
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Degree in theology or religious studies, or other experience or qualification that suits you to a chaplaincy role in the Catholic Church.</li> </ul>	E	Application
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>A baptised and practising Catholic man or woman, committed to the spiritual and personal development of young people of secondary school age.</li> <li>A good understanding of the Church's liturgy</li> </ul>	E  E	Letter/Interview  Letter/Interview
<p><b>Knowledge/skills/abilities:</b></p> <ul style="list-style-type: none"> <li>An easy and humorous manner which combines openness and engagement with challenge and formality.</li> <li>Ability to recruit and enthuse large numbers of young people to take part in collective worship.</li> <li>An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel.</li> <li>Good social skills, both with young people and also with adults (parents and staff).</li> <li>Good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables, obtaining and conserving resources, delegating responsibilities and providing clear briefings and instructions</li> <li>Confidence to lead large and small, formal and informal, groups of pupils and adults.</li> <li>Accountability, reliability and confidentiality</li> <li>Willing to work flexibly, including evenings and weekends, arranging working days and hours to ensure appropriate time off but available for school events and activities as needed.</li> <li>Enthusiasm for music and/or drama would be a welcome skill.</li> </ul>	E  E  E  E  E  E  E  D	Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview  Letter/Interview