



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE APPLICATION FORM.**

If successful, you will also be required to apply for a criminal background check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: SCHOOL CHAPLAIN

REFERENCE: AAAE2084

GRADE: GRADE 8

RESPONSIBLE TO: HEADTEACHER

JOB PURPOSE

The chaplain is a full member of the school team who acts as a visible faith presence in the school. S/he plays a fundamental role in supporting the ethos of the school and enables the mission of the school to be truly lived in all that the school undertakes. The Chaplain provides opportunities for the spiritual development of each member of the school community, and s/he supports the pastoral care system in the school. The Chaplain is responsible for the development of the liturgical life of the school community and publicly sharing and disseminating the mission of the school with the wider parish communities.

PRINCIPAL RESPONSIBILITIES

- 1 To be available and accessible at all times to each member of the school community to offer support and guidance as appropriate. To be a friend and adviser, to support each member of the school Community in times of difficulty or bereavement.
- 2 Lead the prayer life of the school community through example and the provision of support materials. To create and disseminate appropriate materials to support staff in Morning

Prayer and reflection, daily acts of worship / assemblies. To develop suitable activities to mark and celebrate the major feast, and seasons of the church.

- 3 Manage all aspects of the schools Residential Retreat Programme and support the Year 7 residential Induction Programme to include attendance.
- 4 The Chaplain will seek CPD continued personal development through suitable external formation and a rolling programme of personal and professional study. This involves regular contact with other Diocesan School Chaplains, the Diocese of Shrewsbury Education Service and The Association of Catholic Chaplains in Education.
- 5 Support and co-ordinate with the head of RE all aspects of liturgy in the school community. Ensure the appropriate management of the School Chapel and its budget.
- 6 Develop and facilitate appropriate liturgy including the development of the physical environment of the school into one that will remind each member of the community of their Christian commitment.
- 7 Support students in their sacramental life.
- 8 Challenge and offer support on standards, morals, and the values of the Christian life through attendance at heads of Year meetings, R.E Department meeting and Leadership Team meetings as appropriate. To help staff in particular with sensitive issues, advising on the official teachings of the Catholic Church.
- 9 Assist and advise the Leadership Team and Governors where appropriate on the Catholic ethos and distinctive nature of the school, the spiritual development of the students and staff. The Chaplain also has an input into the school development plan, its operation and review as well as providing input and support for INSET days related to the school's ethos/mission.
- 10 The Chaplain forms part of the school's link with Parents, Parishes, and the wider community; links with the feeder primary schools and local parishes.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate County Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.