



All Saints Catholic School

“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness” (1 Cor. 12:29)

JOB DESCRIPTION

ROLE:	CHAPLAIN
DEPARTMENT:	SUPPORT STAFF
RESPONSIBLE TO:	DEPUTY HEADTEACHER
SCALE	4 (Point 18 – 21)
RESPONSIBLE FOR:	Demonstrating a commitment to Catholic Moral and Social Teaching

PURPOSE OF THE CHAPLAIN ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- Engaging children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.

RESPONSIBILITIES :

TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH:

- support class and whole school based worship through the provision and creation of appropriate worship resources;

PERSONAL AND PROFESSIONAL CONDUCT:

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

RESPONSIBILITIES OF CHAPLAIN:

The Chaplain as a Witness

- Our School Chaplain will be a practicing Catholic in full Communion with the Church;
- Set a good example of how to live Catholic Christian life and:
 - be a witness to the joy of the Gospel through action and example;
 - uphold the values of respect, understanding, affection and humour at All Saints;
 - be prayerful and intercede on behalf of our school;
 - participate in the vibrancy of communal worship and music.

The Chaplain as a Pastor

- Our School Chaplain will exemplify loving God and neighbour;
- Form positive working relationships with the young people of all age groups in the school;
- Will be attentive to the needs of all members of our school community;
- Will respond to Pope Francis' call for a new evangelisation by engaging staff and students with the faith.

The Chaplain as Professional

- Will assist delivery of assemblies for all year groups and lead students in prayer.
- Be attentive to the seasons of the Church and help prepare students accordingly.
- Prepare and organise the celebration of mass and the sacrament of reconciliation.
- Will support the vibrant Religious Education Department to teach and explain the faith.
- Form good working relationships with nearby priests, parishes and our local community.

GENERAL RESPONSIBILITIES:

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.

- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

STANDARDS:

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School(Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

EDUCATION AND TRAINING:

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The 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.