



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	5 (Point 22 – 25)
RESPONSIBLE FOR:	Demonstrating a commitment to Catholic Moral and Social Teaching

PURPOSE OF THE CHAPLAIN ROLE:

To support young people aged 11 – 18 in All Saints in their development and understanding of a lived Catholic faith, through providing a wide range of opportunities for them locally; through working with school staff and interested adults within the parish; and through linking with the extensive opportunities provided by the Brentwood Catholic Youth Service.

Line Management will be from senior staff members from All Saints School, including the Head of Religious Education. In the initial months of the job it is expected that there would be regular meetings with this team; these would become monthly meetings as the role became more established.

Support and coordination with school activities will come from participation in the school pastoral team meetings. From the Diocese of Brentwood there is support through the Brentwood Catholic Youth Service and BRES. Nationally, there is support from ACCE and CAYMA.

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:

Liturgies and Masses

Working with Heads of Year, local Priests and RE staff, the Chaplain will design a programme of liturgies and Masses to reflect the liturgical year and the particular journey of each year group.

The Chaplain will be responsible for preparing the parts of the Mass, including music and any other input from staff and students. The Chaplain will also provide service sheets / multimedia presentations for the students to be able to follow the Mass / liturgy, as required.

Liaising with the caretaker and any other relevant staff members, the Chaplain is responsible for booking and setting up the spaces needed for Mass and liturgies.

Student involvement

The Chaplain will set up a **student Chaplaincy group**, drawn from all year groups, to provide input into the liturgies and Masses, and to be formed as Eucharistic Ministers, readers, and servers for Mass. Members of this group will also act as a service team for Masses and liturgies to assist with IT and sound provision, etc. While recognising that All Saints students come from parishes other than Holy Family, where possible these students will also carry these roles into parish life.

The Chaplain will set up a **student outreach group**, focussed on charity work – both service projects locally, and fundraising. This may be in the form of a Youth SVP group, CAFOD group, or similar. This may also run jointly with a similar parish based group.

Having assessed student needs, in discussion with students themselves and with other staff, the Chaplain will provide **a weekly opportunity for prayer/reflection at lunchtime**. The style and content of this will depend on the assessments made of what students will most engage with, and may well vary as time goes on.

Chaplaincy to staff

The Chaplain will be a point of contact for staff seeking resources to support prayer times with form groups, and with questions about matters of faith.

The Chaplain will be a point of contact for staff who have particular pupils that they feel would benefit from involvement in the activities run by the Chaplain

The Chaplain will arrange an annual Mass for staff, and an annual retreat / INSET day. The shape and content of this day would be discussed with Senior Management at the school

Retreat provision and the BCYS

The Chaplain will be responsible for arranging at least one day of retreat provision for pupils in each year group. This can be in house or out of house, with content and venues determined in discussion with school RE and pastoral staff.

The Chaplain will arrange a residential retreat for members of the student Chaplaincy and student Outreach teams each year.

The Chaplain will actively promote the opportunities offered by the Brentwood Catholic Youth Service and arrange transport to BCYS events as appropriate.

The Chaplain will follow school and LA guidelines for external activities in arranging any trips or events which take young people out of the school premises, and will follow school guidelines when booking any external speakers for in house retreat days.

Budget and Finance

The Chaplain will administer a budget for resources.

The Chaplain will be responsible for ensuring money for retreats and events is collected and accounted for, so that these are not a cost to the school except by prior permission from the Senior Management Team.

Personal development

Joint with the Diocesan Education Service, the BCYS run a termly input day for school Chaplains. Attendance at this is part of the job, and this will also give links to other Chaplains for support and advice.

The BCYS also run an annual training and resources day. Attendance at this is also part of the job, so as to keep up to date with the best of what is available for parishes.

Other training needs would be identified by both the post-holder and the Management Team, in the ongoing meetings with the Management Team. The Management Team would be highly supportive of ongoing part time study to gain further professional qualifications.

The post holder will fulfil any other duties reasonably requested by the Management Team.

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.