**St Mary’s Catholic School**

**Chaplain - Job Description**

**Introduction**

The main purpose of the Chaplain will be to play a central role in the school’s faith journey and in putting our aims into practice in our daily life and work. The following ideas indicate the nature of the role we envisage, but the list is not exhaustive or exclusive.

**Key Areas**

1. **Prayer**

As a faith community, we place prayer at the centre of all that we do, confident in the belief that each and every day God is present, guiding and prompting us all to do His will. Therefore the role of the Chaplain will undertake to do the following:

* Develop a set of themes for the whole school year based on the liturgical cycle and the readings of the day for each week.
* Provide appropriate electronic prayer resources e.g. prayingeachday / sacredspace etc. and guidance on their use.
* Produce resources each week to support staff in leading prayer in Form Classes. Resources will also be provided for the appropriate aspects of the liturgical cycle, e.g. Advent, Christmas, Epiphany, Lent and Easter.
* Support Form Tutors where necessary to ensure a positive experience of prayer and reflection each day in each form room.
* Provide support for assemblies if needed.
* Strengthen the understanding and use of Marian themes in the prayer life of the school.
* Help staff and students to engage with the wider tradition of the Church by exploring opportunities to understand and draw inspiration from a variety of spiritual traditions e.g. Taizé, Iona, Ignation and traditions from other faiths.
* Provide prayers so all meetings can centre on prayer.
1. **Liturgy**

The Chaplain will contribute significantly to the planning, co-ordination and at times the leadership of services for all the major liturgical feasts and seasons and for the major events of school life. Examples would include the following:

* Start and end of the year services for staff and students
* Advent, Christmas, Ash Wednesday, Lent, Holy Week
* Remembrance,
* Staff INSET days
* Commissioning of groups representing the school
* Staff leaving/retiring at the end of the year.
* One off events e.g. Whole School Mission
1. **Sacraments**

The Chaplain will take a lead role in the sacramental life of the school by:

* Co-ordinating the weekly Mass every Friday. Liaising with Priests and the Form Tutors and students responsible for the planning of the Mass.
* Take a lead role in preparing the end of year Mass.
* Liaising with the diocese and the Head of RE to ensure that students have an opportunity for Sacramental development, in particular supporting students preparing outside of school for Confirmation and where possible showing the school’s on-going support by attending Confirmations.
* Providing opportunity for the Sacrament of Reconciliation both individually and in Services of Reconciliation.
* Preparing and supporting staff and students as Eucharistic Ministers.
1. **Staff Formation**

 The Chaplain will contribute to staff formation by:

* Helping to encourage the understanding of the key dimensions of the Catholic tradition in terms of spiritual development for SLT, HODs, HOYs and all staff, both teaching and support.
* Assist HOYs to understand how they can lead on the spiritual aspect of their role through prayer, assemblies, retreats and charitable activities.
* Assist HODs to recognise and teach the spiritual dimension in their subject area and across the whole curriculum.
* Facilitating a staff retreat day.
* Working with key departments on liturgical areas – e.g. Music, Performing Arts, Art.
* Supporting the development and management of the Chaplaincy Team.
* Encouraging new staff to feel welcome, supported and to contribute to their induction programme about what it is to teach and work in a Catholic school.
* Encouraging ITT students to feel welcome, supported and to contribute to their training programme about what it is to teach in a Catholic school.
1. **Student Formation**

The Chaplain will contribute to student formation by:

* Developing and managing a student Chaplaincy Group ensuring representation and opportunities for participation for each year group, including students from all faiths.
* After consultation with Deputy Headteacher Pastoral and line manager: working with vulnerable children by providing a listening ear and where appropriate suggesting follow-up from the appropriate services. This would be planned between the aforementioned staff and monitored and evaluated on a weekly basis.
* Further develop the schools’ provision for children of other faiths and seek opportunities to learn from other traditions. To integrate into our normal practices opportunities for ‘spiritual cohesion’ between children of different faiths.
* Devising and co-ordinating a school wide ‘Faith in Action’ programme which actively provides opportunities for students to support charities, e.g. Cafod, Hampers in Advent, St. Cuthbert’s Care, the British Legion.
* Working closely with the Community Coordinator and the Just-Is group, the school Justice and Peace group, to provide additional ‘integrated’ provision for our young people.
* Overseeing the appropriate use of the Chapel at key times of the day: before school, break and lunch.
1. **Catholic Environment**

The Chaplain will take a leading role in ensuring that the environment inside and outside the building encourages staff, students and visitors to be aware of and reflect upon the Catholic ethos of the school.

* The Chapel should have a prayerful atmosphere with appropriate symbols. The Chaplain should ensure that it is a welcoming place which is not only tidy but also has the right furnishing and fittings, candles, music and lighting to be conducive to prayer and reflection.
* The Chaplain will also ensure that the general school environment provides food for thought and regular reminders of our Catholic ethos. Particular attention should be given to the entrance and the atrium as the first point of entry for staff, students and visitors as well as other significant public spaces. The liturgical cycle should be reflected in the environment of the school, e.g. displays in the atrium during Advent and Lent.
* The chaplain should support all staff in ensuring that classrooms, offices, workspaces and staff facilities should reflect the Catholic nature of the school.
1. **Provision for Students of Other Faiths**

The chaplain will work with staff and students of other faith traditions to ensure the school continues to benefit from the wide variety of religious backgrounds in the school. In particular the Chaplain will:

* Devise a planned programme of opportunities where as a school we can integrate and celebrate the various faith traditions in the school throughout the year.
* Ensure that students of other faiths are provided with the opportunity to express their faith in an appropriate way, especially during significant periods, e.g. Ramadan. In particular, provide a physical space in which to do this.
* Develop links with other faith groups.
* Provide staff and students with relevant information about these opportunities as well as religious festivals and customs of other faiths.
* Provide a listening ear for students of other faiths who may find it difficult adjusting to life in a Catholic school, especially for new students and especially new students who join the school after the initial intake in Year 7.
1. **Partnerships**

The Chaplain will work to strengthen existing links with relevant bodies and organisations outside the school and where necessary establish new links. This will involve instigating and being open to practical projects on which we can build such partnerships. Examples of partnerships could include:

* Parishes
* Primary Schools
* Diocese
* Youth Ministry Team
* Diocesan Youth Council
* St. Cuthbert’s Care
* Cafod
* National and international Catholic community
* Catholic Press
1. **Leadership and Management**

To ensure the effectiveness of the Chaplaincy provision is the same as any other area of school life it is the responsibility of the Chaplain, working alongside the designated line manager to do the following:

**Planning**

* **Development planning:** The Chaplain will take an active role in development planning, ensuring that annually there is a clear, strategic plan for the progression of the spiritual and liturgical life of the school community.
* **Operational planning:** The Chaplain will produce an overview plan for the whole school year on a termly basis. The plan will be updated regularly to reflect any developments that take place during the year. This plan breaks down the development plan into specific aims that are needed to ensure professional, timely and well organised provision.
* **Weekly planning:** The Chaplain will meet regularly with the designated line manager to review priorities for the weeks ahead and set the pattern of work.

 **Monitoring and Evaluation**

* Present a termly report to the Headteacher for the Leadership Team and Governors, summarising highlights of the Chaplain’s work.
* Build into planning how we are going to monitor the effectiveness of the spiritual life of the school.
* Work directly with groups of staff, and students to evaluate our provision.
* Review and evaluate major liturgical events and share this with staff and students.
* In any written communication to staff this should be of the highest standard at all times reflecting the professionalism and central importance of this area of school life.