

## **JOB DESCRIPTION**

### **Post School Lay Chaplain**

**Responsible to: Deputy Headteacher / PICCL**



### **Specific Requirements:**

The school's Lay Chaplain has overall responsibility for chaplaincy.

It is essential that the work of the Chaplain should affect all areas of school life developing and enhancing the spiritual and prayer life of the school.

The role of Chaplain will involve working across a full range of school activities that are not just directly related to the work of the R.E. Department but which promote the spiritual welfare of the school community.

### **Specific Responsibilities**

1. To develop good relationships with colleagues and the wider community in order to foster their support for the Catholic Life of the school
2. To liaise with the Archdiocese in order to:
  - i. develop ways in which this relationship can be mutually beneficial to the members of our school community as well as those within the local parishes and worldwide Catholic community.
  - ii. ensure the continued profile St Joseph's has a within the Archdiocese
3. To liaise with the Edmund Rice Office in order to:
  - i. develop ways in which this relationship can be mutually beneficial to the members of our school community as well as those within the wider national and international Edmund Rice Network
  - ii. ensure the school is true to the distinctive charism and mission of its founder
4. To participate in and contribute to Lay Chaplaincy meetings and events, in the Diocese and nationally, in order to support one's own professional development
5. To coordinate the involvement of our Priest Chaplain, the RE Department and Music Department in order to:
  - i. develop of the school's liturgical life, as it marks major Feast and Seasons of the Church, and significant events in the School year and calendar
  - ii. provide opportunities for sacramental life, prayer, celebration and reflection in the school community
6. To support and develop student opportunities to take leadership in a way which enhances the Catholic life of the school and their spiritual development
7. To support the school's pastoral system, working with individual students (and even their families) as and when deemed appropriate by pastoral leaders
8. To manage ones time in way which
  - i. provides the opportunity to build relationships of trust with all members of the

community – support staff, office staff, site staff, teaching staff and senior leaders, including the Headteacher

- ii. makes you available to all these members of the community and, therefore, able to accompany them in their highs and lows, celebrating with them in their joys and consoling them in their sorrows.

9. To provide and encourage opportunities for the spiritual development of staff by:

- i. providing opportunities for personal reflection and prayer
- ii. supporting them in leading prayer and reflection with young people
- iii. contributing to whole staff INSET and training

10. To create and deliver resources to support the RE curriculum in negotiation with the subject leader for RE and the RE Department.

11. To co-ordinate, evaluate and develop the school retreat programme for students across all key stages

12. To co-ordinate the school's efforts to support social justice by:

- i. staying abreast of injustice within our own country and internationally which may go unnoticed
- ii. organising fund raising at times such as Advent, Lent and CAFOD Family Fast Days.
- iii. seeking out ways for students to be actively involved in supporting victims of poverty and injustice.

13. To ensure that students, staff, parents/guardians, and the wider community are aware of the many different ways in which the Catholic life of the school is lived out, making appropriate use of assemblies, the visual environment and technology to facilitate this

14. To create prayerful spaces in which students are able to pray, reflect and retreat within school, in particular taking care of the school chapel, ensuring that staff and students use it as frequently and respectfully as possible.

15. To manage the Chaplaincy budget.

16. As a member of the School's Strategic Chaplaincy Committee, to take a lead on the monitoring and evaluating the Catholic life of the school, and to submit a written report each term, to the Governors

17. To take a leading role, alongside other key staff in Section 48 monitoring and Inspection Visits.