**Job Description**

**Post Title:** School Chaplain

**Responsible to:** Headteacher

**Grade:**  Scale 5, Point 12 – 21 (pro rata)

 35 Hours

Term Time only/Part Time considered

**Purpose**

* To support the Headteacher and the Senior Leadership Team and staff in the development of the spiritual and prayer life of the school community
* To ensure that regular opportunities and resources are in place to develop the spiritual and prayer life of the school community

**Main Activities and Responsibilities**

1. To promote Cardinal Pole Catholic School as a Centre of Excellence for Chaplaincy work including establishing effective links with local Parish Priests, Diocese, external bodies and Schools.
2. To contribute to professional development and to the development of students in their faith journey.
3. To attend relevant meetings of the RE Department covering issues of liturgy and prayer and to work with them on the development of the Catholic life of the school.
4. To attend all meetings of the liturgical group to ensure the smooth running of events at the school and to actively contribute to the enhancement of the liturgical life of the school.
5. To assist in setting up a liturgical team with students and to meet regularly to discuss and action the enhancement of the liturgical life of the school.
6. To liaise with the Music department to ensure that the development of music supports the liturgical life of the school.
7. To take Years 7-9 for on rotation to the Chapel to support them in their prayer life and spiritual development and to support the post 16 General RE Programme.
8. To liaise with the school mentors, school counsellors and pastoral staff within the realms of confidentiality, to ensure effective communication occurs.
9. To be available to staff, students and parents for “spiritual counselling”.
10. To organise retreats, school carol concert and pilgrimages.
11. To contribute to preparation for external validation, including Section 48 and OFSTED.
12. To Promote the Common Good and charitable life of the school.
13. To liaise with relevant outside agencies where appropriate.
14. To safeguard and promote the welfare of children in his/her care.

**Other**

* To take advantage of relevant opportunities for professional growth and to encourage professional development amongst other members of the behaviour support team
* To maintain accurate and organised work records
* To work in accordance with the schools equal opportunity policy
* To work in accordance with the schools Health and Safety policy
* To undertake other reasonable duties as appropriate to the post as directed by the Headteacher

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

**Safeguarding and Promoting the Welfare of Children and Young People:**

Cardinal Pole School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Key Organisational Objectives

The Post holder will contribute to the school’s objectives in service delivery by:

* Sharing the schools commitment to safeguard and promote the welfare of children and young people
* Enactment of Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation at all times operating within the school’s Equal Opportunities framework
* Commitment and contribution to improving standards for students as appropriate
* Promoting customer care and quality in line with the school policy
* Contributing to the maintenance of a caring and stimulating environment for students

**Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.

 **Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Essential Knowledge & Qualifications** |  |  |
| Full working knowledge of the Roman Catholic faith Understanding of relevant policies and codes of practice and awareness of relevant legislation, particularly around inclusionGeneral understanding of national curriculumBasic understanding of child development and learning | ✓✓ | ✓✓ |
| **Experience** |  |  |
| Experience of or working with or caring for children of 11 – 19 age group Experience of providing religious instruction in the Roman Catholic faithExperience of providing both one on one and group counsellingExperience of producing displays and the use of AVA equipment | ✓ | ✓✓✓ |
| Experience of presenting to a range of audiences |  | ✓ |
| **Skills** |  |  |
| Personal |  |  |
| Good numeracy and literacy skillsEffective use of ICT to support learningAbility to relate well to children and adultsTo work constructively as part of a team, understanding classroom roles and responsibilities and your own position within theseAbility to self evaluate learning needs and actively seek learning opportunitiesParticipate in development and training opportunities | ✓✓✓✓✓ | ✓ |
| Relations |  |  |
| Have good interpersonal skills and be able to communicate effectivelyAbility to develop good relations with staff, students and governors and external agencies | ✓✓ |  |
| Special Conditions & General  |  |  |
| Enhanced CRB checkCommitment to protection and safeguarding of children and young people.Commitment to the Roman Catholic faith through regular practice | ✓✓✓ |  |