



Trinity School, Sevenoaks Assistant Chaplain Job description & Person Specification

Job Title: Assistant Chaplain
Responsible to: Head of Chaplaincy
Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

In everything set them an example by doing what is good. Titus 2:7

As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.

All staff will:

- Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer).
- Be involved in the school's community service, as required.
- Model Trinity values to parents and students.
- Be positive, dynamic and challenging in all aspects of work.
- Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability.
- Share direct accountability for the establishment of Trinity School as an outstanding school.
- Take responsibility for their own learning and development.
- Develop the skills and talents of other members of the community.
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work.
- Play an active part in the life of the school and its community.
- Develop social cohesion and positive links with the whole of our local community.
- Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- Agree annual performance targets, with a view to own continuous improvement.
- Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Assistant Chaplain

The chaplaincy department would love a dynamic, passionate, Jesus-follower to join the team, so that they can use their God-given gifts and talents to support, encourage, mentor, equip and guide our students. The Assistant Chaplain would help support the increasing demands of the department and in particular provide pastoral support, discipleship and mentoring to our male students.

Main Responsibilities

To support and uphold Trinity's Christian ethos which includes:

- To be involved in Acts of Worship and key services, which includes the setting up of the services - be that online or live, which includes the stage set up, design and filming.
- To plan, lead and deliver a STRENGTH mentoring boys course, which focusses upon significance, resilience and courage.
- To generate vision and energy within youth discipleship in a variety of ways.
- To be involved in the planning and delivery of the Prayer Space week.
- To monitor, evaluate and participate in a weekly Form Worship.
- To lead and deliver a weekly Trinity service placement.
- To participate in the weekly staff prayer meetings and monthly prayer partner meetings.
- To write the termly class prayers and ensure that they are delivered.
- To set up the chapel each day ready for use.
- To help manage the chaplaincy display boards throughout the school.
- To assist and support the chaplaincy department in a flexible way depending upon the priorities and needs of the department at the time.
- To bring your gifts and talents to Trinity and ask God to help you discern the best way to put them to use!

To provide mentoring and discipleship to students through a variety of ways including:

- Be available for 'playground ministry' at break times, before and after school and provide pastoral support to students.
- Co-lead and run the 6th Form Christian Union.
- Co- lead and run a key stage 3 Christian Union.
- Run a co-curricular club on Wednesday afternoon.
- Run a Youth Alpha.
- Coordinate pastoral youth events across all year groups in a variety of ways.

Safeguarding and Disclosures

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure that any safeguarding issues are followed up.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) with grade C/4 or above in English and Maths 	
Experience	<ul style="list-style-type: none"> Previous experience in a school / church environment Experience of working with young people with emotional, personal or practical problems Experience with young people and adults seeking faith. 	Ministry experience Youth Ministry experience Oversees mission experience Counselling experience.
Knowledge	<ul style="list-style-type: none"> Effective and practical knowledge and handling of the Bible. Knowledge of safeguarding requirements for working with children 	Church youth Ministry Youth ministry organisation
Skills	<ul style="list-style-type: none"> Effective at communicating the heart of the Christian message in a simple and dynamic way. Excellent listening skills. Excellent people skills. Public speaking skills. Effective at planning and organising events. Confident in leading prayer meetings and gatherings. A natural self-starter. IT skills, intermediate Excel and Word Good standard of numeracy and literacy. Ability to balance priorities and discern a path ahead. Willingness to take part in additional training when the acquisition of new skills is required 	
General/ Personal Qualities	<ul style="list-style-type: none"> Practising Christian Kind and loving. Servant hearted. Professional appearance. Capacity to remain calm and to cope under pressure. A team player. Self-motivated. Proactive. Ability to contribute greatly to the wider life of the School Strives for excellence in every aspect of school life Organised, accurate and detail conscious Maintains confidentiality and works with discretion at all times 	

	<ul style="list-style-type: none">• Conscientious and reliable• Enthusiastic• Patient	
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Signed: Employee: