



The Holy Trinity Church of England Secondary School

Chaplain Job Description

| | |
|-----------------|---|
| Salary: | West Sussex Grade 8 + Crawley Allowance |
| Hours: | Term time only (TTO) + 2 additional weeks (to include summer school and exam results days) + INSET days. 37 hours per week over 5 days |
| Contract Type: | Permanent |
| Position Level: | SCHG56b |

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

| | |
|---|--|
| Reporting to: | Headteacher |
| Responsible for: | To take a lead in the spiritual development, worship, and pastoral care of the HTS school community (students, staff, parents, and carers) |
| Key Responsibilities | <ul style="list-style-type: none"> • All aspects of Collective Worship • Working in collaboration with the Pastoral and Safeguarding team to support the emotional and spiritual wellbeing of students, their families, and staff • Being fully involved in any SIAMS inspection and ensuring best practice |
| Leading High-Quality Collective Worship | <ul style="list-style-type: none"> • Leading and arranging innovative and appropriate collective worship, including student involvement • Leading and arranging occasional services including Christmas Carol Service and Easter • Leading (as appropriate) and arranging Communion in school • Leading and arranging special events e.g., prayer spaces in the Chapel • Preparing and writing weekly resources for use in tutor time • Supporting all those leading collective acts of worship and tutor groups • Leading and arranging Staff Reflection • Filming and utilising appropriate media to enable meaningful and creative worship when gatherings are not possible • Working with students to develop their leadership of worship through coaching and mentoring • Respecting the variety within the Anglican tradition, and building ecumenical and interfaith relationships with faith leaders in the community • Sustaining good links with feeder schools where appropriate and in partnership with clergy in whose parishes they are set |

| | |
|---------------------------------------|--|
| | <ul style="list-style-type: none"> • Being a custodian of the Chapel |
| Leading Spiritual Development | <ul style="list-style-type: none"> • Helping the school further embed its Vision and Christian Ethos in all that it does • Communicating with all stakeholders e.g., through Newsletter • Contributing to the school's charity programme • Contributing to the provision and oversight of Christian Unions and all other groups aimed to support spiritual development of students • Leading on national opportunities for spiritual development through working with Church of England Education Office • Engaging with the local community through existing and new projects. • Making provision for students from different faith groups as required (e.g., salah, Ramadan, Diwali). |
| Providing Spiritual and Pastoral Care | <ul style="list-style-type: none"> • Being a Christian 'presence' amongst the staff of the school and building trust and a 'listening ear' with staff, students, parents, and carers. • Providing mentoring support to identified students as part of the pastoral intervention provision • Working closely with bereaved students, staff, and their families |
| CPL | Undertake training as required |
| Additional Information | <p>For inset training you will be aligned with the classroom support team.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p> |
| | |

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.