



THE CHURCH
OF ENGLAND
Diocese of Leeds



ST FRANCIS XAVIER SCHOOL
(part of the St Margaret Clitherow Catholic Academy Trust)

CHAPLAINCY CO-ORDINATOR

JOB DESCRIPTION

RESPONSIBLE TO: Associate Assistant Headteacher and Senior Leadership Team

RESPONSIBLE FOR: Work of the members of the chaplaincy team

SALARY/GRADE: Grade G Point 7 (currently £24,491 p.a. paid pro rata)

HOURS OF WORK: A minimum of 30 hours per week, term time only* + 1 week

There will need to be flexibility in order to accommodate school events such as religious retreats or services

*The post is term time only unless accompanying a group throughout a holiday period by mutual agreement between the post holder and the school

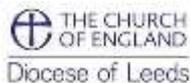
DISCLOSURE LEVEL: Enhanced

JOB PURPOSE:

“Chaplain” refers to both ordained and lay Chaplains. The Chaplain, through their work and witness, will contribute to the spiritual and pastoral care of all members of the school community. They will have a central role in implementing the school’s vision statement and work with the Headteacher in leading and developing the Catholic and Church of England life of the school.

They will nurture the faith formation and liturgical life of the school community.

The Chaplain may also work to enhance the Religious Education curriculum, where appropriate.



Core Responsibilities

The Chaplain as Witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship.

The Chaplain as Pastor

- Be visible and approachable around the school
- To be available for pupils, parents and staff
- Accompany people at stages of their journey through life
- Get to know people individually and use every opportunity for contact to the best advantage
- To work with class teachers in supporting individuals and groups of pupils as appropriate
- Support the Headteacher in their role as faith leader in school
- To play a central role in the pastoral system

The Chaplain as Leader

- Support and further develop the spiritual, religious and liturgical life of the school
- Use a collaborative style of ministry that encourages a team approach to chaplaincy to develop and lead a chaplaincy team
- To offer regular prayer opportunities for the staff, pupils, parents and the wider community
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To liaise closely with the Catholic parish priest and local Church of England clergy
- To include the local parishes in school celebrations where appropriate
- To plan, prepare and lead liturgies and collective worship as required. These will include end of term services, Advent and Lent services, Feast day services, staff training days, special celebrations
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- To plan, prepare and facilitate Mass and Eucharist as required
- To ensure liturgical resources are adequate and appropriate for the prayer life and worship of the school
- Ensure the school environment and displays reflect the school's distinctive Catholic and Church of England identity
- Promote and care of the Chapel as a sacred space
- Develop a school retreat programme for pupils



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- Support students to participate in the life of the Church, where appropriate
- To celebrate and share the faith life of the school with the wider community
- Help with sensitive issues, advising on the Church's teaching
- Lead on pilgrimages with the Associate Assistant Headteacher

The Chaplain as Educator

- To support and enhance the Religious Education curriculum, where appropriate.

The Chaplain as Professional

- Provide input into the school development plan, its operation and review
- Advise the senior leadership team, where appropriate
- To work with the Head Teacher and Associate Assistant Headteacher to carry out self-evaluation with reference to the Catholic and Church of England life of the school
- Challenge and support on standards, morals and values of the Christian life
- To meet regularly with their line manager
- To engage in a regular process of appraisal
- To report and work with the Governors to promote the Catholic and Church of England ethos and distinctive nature of the school
- Attend staff meetings, where possible and any other meetings as appropriate
- To engage with the Continual Professional Development (CPD) programme, relevant to the role of Chaplaincy Co-ordinator
- To avail of opportunities for enhancing their own spiritual wellbeing
- To lead school based CPD for staff in relation to the Catholic and Church of England life of the school
- To be a member of the Diocesan Chaplaincy Groups, or their equivalents, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate