

ST. FRANCIS XAVIER SCHOOL



Person Specification – Chaplaincy Co-ordinator

Responsible to: Associate Assistant Headteacher and Senior Leadership Team
 Contract: Part time (up to 30 hours per week); permanent
 Salary: Grade G Point 17

Criteria	Essential	Desirable
Education and Qualifications	A relevant qualification in youth work or teaching OR The aptitude to deliver the post with relevant transferrable skills and experience whilst working towards a qualification	Qualifications in counselling Formal chaplaincy qualifications or training Educated to degree level
Knowledge and understanding	Have an understanding of safeguarding (especially in a school context) Ability to support / lead / resource collective worship and classroom worship Awareness of issues relating to young people Proven capacity to professionally interact in a diverse range of contexts A good knowledge of the variety of expression of Christian faith, prayer and worship	Have an understanding of safeguarding in a secondary school environment
Experience	Member of an established Christian Church Christian youth ministry in a paid or voluntary capacity or experience of youth work with a strong personal faith Working in, or alongside, a secondary school environment and able to show sensitivity to school systems and processes Setting up and running activities for young people	Member of the Catholic Church Member of the Church of England Experience in counselling

	Mentoring young people	
Skills and abilities	<p>Effective written, ICT and verbal communication skills</p> <p>Effective interpersonal and listening skills</p> <p>Pastorally sensitive to staff and students' needs</p> <p>Ability to communicate and connect across the school community</p> <p>Ability to build and maintain good working / professional relationships</p> <p>Able to develop mutual trust and respect with staff, students and clergy</p> <p>Able to work as part of a team whilst showing and implementing initiative</p> <p>Able to nurture others in living a Christian life</p> <p>A self-starter who is a creative and motivated liturgist</p> <p>Able to work on their own initiative</p> <p>Ability to motivate both students and staff especially in areas relating to faith</p> <p>Be open to the ideas and thoughts of others and able to ask for help when required</p>	<p>Counselling skills</p> <p>Specific musical skills to support and enhance worship</p>
Personal qualities	<p>Strong in the Christian faith yet eager to keep growing</p> <p>Open to the working in partnership with others (ecumenical and secular)</p> <p>Able to be a good Christian role model to young people</p> <p>Have an approachable, friendly nature and to be non-judgmental</p> <p>Sensitive, caring, patient and resilient nature</p> <p>A good sense of humour</p>	
<p>St Francis Xavier School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to enhanced DBS clearance.</p> <p>Key: A = Application R = References I = Interview</p>		