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| **Post:** | **Lay Chaplain** |
| **Reports to:**  **Responsible to:** | **Person in Charge of Catholic Life (PICCL) and Deputy PICCL**  **The Governing Body** |
| **Start Date:** | **September 2024 or April 2024** |

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. The Governors will appoint a practising Catholic who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Governing Body and will be reviewed regularly.

**Core purpose**

• To animate the spiritual, religious and liturgical life of the school and promote the Mission Statement, aims and objectives of the school.

• To lead, maintain and coordinate the annual spiritual life programme of the school for both students and staff in collaboration with the School Chaplain and the RE Department.

• To develop innovative models of liturgy.

• To train, develop, support and nurture staff and students within the school so that they become skilled in leading and supporting the spiritual life programme

• To contribute to the School Development Plan and monitor the effectiveness and direction of the Spiritual Life of the school via this process and the Catholic Schools Inspectorate.

• To liaise and network with a wide range of external contexts to enliven and enrich the spiritual life programme.

• To produce, maintain and develop the Spiritual Life calendar of events annually.

The person appointed will undertake the following duties and responsibilities:

**Main duties and responsibilities**

Prayer and Collective Worship

• To support the prayer life of the school and ensure with the Pastoral Team that prayer is part of Form Tutor ritual and routines.

• To develop and monitor prayer in form time and at the end of day.

• To ensure ‘Prayer Spaces’ in all rooms are maintained.

• To develop and model different approaches to prayer for students.

* To adhere to the principles in “To love You more dearly” prayer and liturgy directory.

• To maintain and oversee the prayer rota in the Chaplaincy room.

• To ensure prayers in the planners are in line with the liturgical calendar and are developed annually.

• To devise and ensure that the prayer rota for staff briefing is produced annually.

• In line with the liturgical calendar to ensure the season of Advent and Lent is marked by prayer and reflection in the Chaplaincy room by arrangement with the RE Department and Form tutors.

• To support prayer services in the Chapel for staff and members of the school community in cases of bereavement and illness.

Holy Mass

• To plan and coordinate all Whole School Masses and recruit and identify staff and students to

support these.

• Liaise with and support the Pastoral Team in the delivery and planning of Mass.

• To plan and coordinate Staff Mass as in line with the spiritual life calendar.

Assemblies

* Develop and contribute to a programme of assemblies that involves students in the delivery and design of the assemblies and to support form tutor in developing student participation in public prayer.

Retreat programmes

* To plan, lead and deliver in school retreats and to plan and coordinate all external and residential retreats as per Spiritual Life calendar.

Penitential services

* To develop creative services for Lent and Advent.
* To liaise with parish priests to offer the sacrament of reconciliation for students during Lent and Advent.

**Student/staff development**

Students as leaders

• To develop and support the Catholic Life Student Chaplaincy leadership team.

• To train students to take on leadership roles to lead in the area of spiritual life.

Staff enrichment

* To plan and coordinate staff enrichment evenings and INSET as outlined in the Spiritual Life calendar.

Form Tutor resources

* To ensure the form tutor Collective Worship resources are updated regularly to include all relevant information on the prayer life and collective worship.

**Outreach and community links**

Tolkien Primary Mass

• To assist in the development of strong links with the Tolkien Cluster Primary Schools so to plan, coordinate the celebration of Mass together and to provide a calendar of Lay Chaplain support.

• To liaise with priests within their parishes.

Charitable projects

* To lead on coordinating the Charity and Fundraising committee across the school supporting our local, national and international community.

Youth service

* To liaise with the BCYS and encourage and support student involvement in Diocesan Youth activities.

**Professional development**

• In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to day running of the school.

• Undertake any necessary professional development as identified in the School Development Plan

taking advantage of any relevant training and development available.

* Maintain a professional portfolio of evidence to support the appraisal process – evaluating and improving own practice.

**Additional duties**

* This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.
* Elements of this job description and changes to it may be negotiated at the request of either the Principal or the post holder.