

All Hallows Catholic College



INTRODUCTION

The College has been designated by the Secretary of State as a College with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic College in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury. At all times the College is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the College is distinctively Catholic in all its aspects.

This appointment is with the governors of the College/board of academy directors under the terms of the Catholic Education Service contract signed with the governors/directors as employers and should be endorsed by the Bishop or his representative. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Diocese acknowledge the importance of the role of the Lay Chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

JOB DESCRIPTION

Post	College and Academy Trust Chaplain
Date	September 2024
Reports to	<u>Deputy Principal & CEO</u>
Scale point Range	Salary: NJC Grade 8, SCP 24-28 £33,024 - £36,648 (Pending NJC pay review)
Hours of Duty	37 hours per week – term time only (plus INSET days)
Contract Type	Part-time / Permanent

This job description should be read alongside the National Standards document for School Chaplains. In this document, “Chaplain” refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the college community. He/she will have a central role in implementing the college vision statement and work with the Head Teacher in leading and developing the Catholic life of the college. He/she will nurture the faith formation and liturgical life of the college community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.

National Standards document [3d0449_91c941676ca4463abc3d89bbf6986fac.pdf](https://www.allhallows.org.uk/3d0449_91c941676ca4463abc3d89bbf6986fac.pdf) ([allhallows.org.uk](https://www.allhallows.org.uk))

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 (CST) and global citizenship

The Chaplain as pastor

- Be visible and approachable around the college
- Accompany people at particular stages of their journey through life
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the Head Teacher in his/her role as faith leader in college
- 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 college.
- Use a collaborative style of ministry that encourages a team approach to chaplaincy to develop and lead a chaplaincy team.
- To offer opportunities of prayer for staff and students.
- If a priest, celebrate Mass and the sacraments regularly in college; if not, plan for the same to occur with local clergy
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- Support staff and pupils in their planning, preparation and leading of prayer, Celebration of the Word and other Liturgies
- Help with the provision of suitable resources for the prayer life of the College
- Ensure the college environment and displays reflect the College's Catholic Christian identity.
- Promote and care for the Chapel as a sacred space
- Promote and encourage care for Form prayer spaces and other prayer spaces within the College eg the prayer garden
- Develop a college retreat programme for pupils
- Support students to participate in the sacramental life of the Church, where appropriate.
- To celebrate and share the faith life of the College with the wider community to include the local parishes in college celebrations, and involve the College in Parish celebrations where appropriate
- Help with sensitive issues, advising on the Church's teaching

The Chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The Chaplain as professional

- Have input into the college development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support on standards, morals and the values of the Christian life
- To report to and work with Governors/Directors to promote the Catholic ethos and distinctive nature of the college.
- To meet regularly with the line manager
- To engage in a regular process of appraisal
- Attend where possible staff meetings and any other meetings as appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of Chaplain including Shrewsbury Chaplaincy.
- To avail of opportunities for enhancing his/her own spiritual well-being
- To lead college based CPD for staff in relation to the Catholic life of the college.
- To be a member of the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

Additional

- Contribute to the ethos and aims of the College
- Be aware of and support College policies that promote equality within and beyond the College community
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- To undertake any other reasonable duties as directed by the Principal