



Holy Trinity Catholic and Church of England School

CHAPLAINCY COORDINATOR JOB DESCRIPTION

“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 school community. He/she will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic & Church of England life of the school. He/she 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 particular 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 Head Teacher in his/her 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
- If a priest, celebrate Mass and the sacraments regularly in school; 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
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- To liaise closely with the parish priest and/or local clergy
- To include the parish in school celebrations
- To plan, prepare and lead liturgies and collective worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations

- To plan, prepare and facilitate Mass/Holy Communion 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 Catholic & Church of England Christian identity
- Promote and care for the Chapel as a sacred space
- Develop a school retreat programme for pupils
- 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
- To include the local parishes in school 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 school development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- To work with the Head Teacher to carry out self-evaluation with particular reference to the Catholic & Church of England life of the school
- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager
- To engage in a regular process of appraisal
- To report to and work with Governors/Directors to promote the Catholic & Church of England ethos and distinctive nature of the school
- Attend where possible staff meetings and any other meetings as appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain
- To avail of opportunities for enhancing his/her own spiritual well-being
- To lead school based CPD for staff in relation to the Catholic & Church of England life of the school
- 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