

## JOB DESCRIPTION

<b>Job Title:</b>	School Chaplaincy & Youth Ministry Coordinator
<b>Responsible to:</b>	Director of Catholic Life & Mission
<b>Responsible for:</b>	Leading a chaplaincy team and coordinating the prayer, liturgy, Catholic life and mission of the schools of the Watford and Three Rivers Hub of the All Saints Catholic Academy Trust
<b>Grade:</b>	H6-H7, plus Fringe allowance (£25,351 to £29,407, dependent on experience)
<b>Hours:</b>	37 hours per week, 39 weeks per year
<b>Location:</b>	St Joan of Arc Catholic School

This job description is not necessarily a comprehensive definition of the post. It may be modified by the line manager, with your agreement to reflect changes which are commensurate with the salary, the role title and the school or Academy Trust development plan.

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### Job Purpose

Coordinator of Chaplaincy and Youth Ministry, coordinating and resourcing the prayer, liturgy, Catholic life and mission of the schools of the Watford and Three Rivers hub of the All Saints Catholic Academy Trust.

As a chaplain they will be a witness to the Gospel of Jesus Christ in both prayer and action. They will be a pastor to both children and adults across the community. Coordinating the prayer and liturgical life of their schools and supporting curriculum religious education.

The Coordinator of Chaplaincy and Youth Ministry will develop a vibrant chaplaincy provision across their schools. This team will also support the Youth Ministry provision of the trust's connected parishes.

**Line management** Chaplaincy Team, including those on the apprenticeship in chaplaincy & youth ministry

### Personal and Professional Standards

- To support the aims and Catholic ethos of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people, and to report any concerns to an appropriate person
- To be aware of and comply with all relevant policies and procedures within the school and Academy Trust (incl. Code of Conduct, Health and Safety, Confidentiality, Data Protection)
- To participate in training and other learning activities commensurate with the post
- To be able to communicate effectively in writing and orally

### Key Documents:

<https://education.rcdow.org.uk/re-catholic-life/chaplaincy/>

National Standards for Chaplains working in schools and academies are divided into five key areas:

The Chaplain as witness

The Chaplain as pastor

The Chaplain as leader

The Chaplain as educator

The Chaplain as professional

### Witness

The Chaplain should:

- be a practising Catholic in full communion with the Church;
- set a good example to all members of the school community in terms of living a Christian life by:
  - being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve;
  - speaking of their own faith and relationship with Christ;
- living a life which exemplifies Gospel values;
- treating all members of the community with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the chaplain's professional position;
- showing tolerance of and respect for the rights of others;
- demonstrating a commitment to Catholic Moral and Social Teaching.

### Pastor

The Chaplain should:

- Be visible and approachable across the communities they serve.
- be attentive to the needs of all members of the communities they serve;
- support other staff who share the responsibility of the pastoral care of pupils, including the Head Teachers;
- accompany the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows;
- be able to relate to a wide range of individuals and establish levels of trust where problems can be shared;
- focus on the marginalised and the vulnerable within the school community as their special care.

### **Leader**

The Chaplain should:

- have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty;
- know how to prepare spaces for prayer and liturgy including churches, chapels and assembly halls;
- have the skills of a well-trained sacristan and know how to both prepare for the celebration of Mass;
- care for any sacred space in schools, especially where the Blessed Sacrament is reserved;
- be skilled in engaging children, young people and adults in prayer, liturgy and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation;
- support class and whole school based prayer and liturgy through the provision and creation of appropriate resources in line with the liturgical calendar and local context;
- help pupils and staff to develop confidence in leading prayer and liturgy independently;
- provide opportunities for staff and pupils to deepen their spiritual life, for example, through the organising and leading of retreats and days of reflection.

### **Educator**

The Chaplain should:

- have a good knowledge and understanding of the Catholic faith to:
  - lead school discipleship programmes and support initiatives in local parishes;
  - support the formal and informal learning that takes place across school life;
  - ensure that structured time with pupils is well planned, delivered and evaluated;
  - support the professional development of staff in terms of the Catholic life of the school.
  - Lead the school to actively live out the Church's mission and Catholic Social Teaching.

### **Professional**

The Chaplain should:

- if not a priest, make arrangements for the regular celebration of Mass and the sacrament of reconciliation within school with the priest(s) of the local parish, deanery, trust hub and diocese;
- form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and school.
- maintain good working relationships with other members of staff, governors/directors and school leaders;
- observe professional standards in terms of appearance, punctuality and full participation in the working life of the school;
- have regular performance appraisal;
- have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- take a leading role in self-evaluation processes in readiness for inspection.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

*All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks through the Disclosure and Barring Service, references will be sought, and any other safeguarding requirements in place at the time of appointment, including a brief online check as detailed in the latest version of Keeping Children Safe in Education.*