

Person Specification

POST: School Chaplaincy & Youth Ministry Coordinator

PROFILE	ESSENTIAL	DESIRABLE
A: Training & Qualifications	<ul style="list-style-type: none"> ▪ Level of numeracy and literacy sufficient to carry out the duties of the post ▪ At least a grade C/4 or above (or equivalent) in RE, Maths and English 	<ul style="list-style-type: none"> ▪ Catholic Certificate of Religious Studies or equivalent ▪ Degree or equivalent qualifications with a willingness to pursue qualifications
B: Knowledge and Experience	<ul style="list-style-type: none"> ▪ Previous experience of working with young people ▪ Experience of preparing and leading prayer and liturgy ▪ Previous experience of working with young people and children in a school, parish or retreat centre setting 	<ul style="list-style-type: none"> ▪ Involvement in Sacramental preparation ▪ Experience of leading liturgical music or other ways of supporting children and young people in using creative forms of worship such as art or dance
C: Professional Skills	<ul style="list-style-type: none"> ▪ ICT literate-must be able to use Microsoft Office/Google Gsuite ▪ Able to lead staff training ▪ Able to differentiate activities to ensure they are age appropriate ▪ Experience in leading school assemblies, liturgies and prayer ▪ Ability to offer spiritual support and guidance to staff and students ▪ Understanding of factors likely to impact on pupils' behaviour, mood and well being 	<ul style="list-style-type: none"> ▪ Ability to play a musical instrument/sing in a public setting ▪ Hold a full and valid UK driving licence and have access to own vehicle to travel between schools ▪ Further ICT skills, which can be used to engage with, and evangelise the school community and beyond (social media, visual presentation media)
D: Professional Experience and Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of Roman Catholic prayer and liturgy, and how to lead liturgies which are in keeping with the norms and tents of the Catholic Church ▪ Knowledge of the liturgical seasons, scripture and Church teachings to support the Catholic Life of schools ▪ A willingness to commit to further study and training ▪ Awareness of wider Church documents such as Catechism, encyclicals and apostolic exhortations from the Holy Father, with the ability to explore them with children, young people and adults 	
E: Management	<ul style="list-style-type: none"> ▪ Able to prioritise and manage own workload ▪ Able to show initiative ▪ To be able to work independently when required ▪ Experience of working within a team 	



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<p>F: Aptitude and Personal Qualities</p>	<ul style="list-style-type: none"> ▪ A faithful and practicing Catholic ▪ Excellent communication skills – empathetic with the ability to relate well to children, young people, staff and parents ▪ Able to work effectively as part of a team and maintain confidentiality ▪ Helpful and reliable ▪ Calm and professional manner ▪ Resilient ▪ High interpersonal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality 	
<p>G: Safeguarding and Equality</p>	<ul style="list-style-type: none"> ▪ Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation ▪ Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in ▪ Must be able to recognise discrimination in its many forms and willing to put the schools equality policies into practice ▪ Demonstrate a commitment to safeguarding and promoting the welfare of the children and young people ▪ Aware of equal opportunities in relation to this role ▪ Ability to form and maintain appropriate relationships and personal boundaries 	