



Job Description – School Chaplain

Introduction

The school has been designated by the Secretary of State as a school 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 school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Faithful Companions of Jesus. At all times the school 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 school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers and is endorsed by the Faithful Companions of Jesus. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Faithful Companions of Jesus acknowledge the importance of the role of the chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

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 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 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.

Main Duties and Responsibilities

The Chaplain as Witness:

- Help people to recognise God's love for them and their need for God
- Inspire through example
- To encourage staff and pupils to live out their faith by being involved in projects relating to social justice and global citizenship
- Be present at significant events in the life of the school, the beginnings and endings, celebrations and tragedies; listening, caring and praying through such times

The Chaplain as Pastor:

- Be visible and approachable around the school to both pupils and staff; meet people where they are and be ready to listen to them
- Accompany people at particular stages of their journey through life, particularly at challenging times offering compassion and companionship
- Get to know people individually and use every encounter to foster positive relationships

- Support the Headteacher in their 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 chaplain and lead a chaplaincy team
- To offer opportunities for prayer to staff and pupils
- To 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 liturgical life of the Church
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- Help with the provision of suitable resources for the prayer life and worship of the school
- Ensure the school environment and displays reflect the school's Catholic Christian identity
- Promote and care for the Chapel as a sacred space
- Develop a school retreat programme for pupils and staff
- Support pupils to participate in the sacramental 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 regarding Catholic Life, 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 meet regularly with their Line Manager
- To engage in a regular process of appraisal
- To report to and work with Governors to promote the Catholic 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 their own spiritual well-being
- To lead school based CPD for staff in relation to the Catholic life of the school
- To be a member of ACCE and use the opportunities the organisation offers for professional and spiritual development.
- To be a member of the Faithful Companions of Jesus Chaplaincy Group, the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Faithful Companions of Jesus Educational Trust, Diocesan agencies, groups and individuals, where appropriate
- Provide support and assistance in preparing the schools' SEF (Self-Evaluation Form) and other preparations for Catholic School Inspections

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as the Headteacher or SLT may reasonably direct.

Person Specification

Personal Qualities	Essential	Desirable
Be a committed and practising Catholic	✓	
Have a vision for the development of Chaplaincy at Bellerive FCJ	✓	
Be committed to ensuring a truly inclusive, inter and multi faith environment that welcomes and supports all staff and pupils	✓	
Passionate and articulate about how faith and theology can contribute to the wellbeing of staff and pupils	✓	
Professional Experience		
Experience of working with young people	✓	
Experience of working in a school environment		✓
Experience of working in a Catholic environment: e.g. parish, school, youth service	✓	
Skills, Abilities and Knowledge		
A secure knowledge of the distinctive nature of Catholic education	✓	
A secure knowledge of the Church's liturgical year, its traditions and practices	✓	
Able to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of individuals whether they are pupils or members of staff.	✓	
Knowledge of child protection issues and safeguarding procedures.	✓	
Ability to commend creatively, the Christian gospel to pupils.	✓	
IT skills including ability to produce high quality resources.	✓	
Excellent communication and inter-personal skills and the ability to work positively with a wide variety of people.	✓	
Willing to work flexibly, including evenings and weekends on occasions, to be available for school activities.	✓	
Education		
Degree or equivalent qualification		✓

Further Information

Bellerive FCJ Catholic College was opened in 1844 by the Faithful Companions of Jesus, founded by Marie Madeleine; it is part of a wider community of FCJ Schools in England and Jersey who share a Vision Statement and Six Values: Companionship, Dignity, Excellence, Gentleness, Hope, Justice. Pupils are encouraged and supported to live these values in their daily encounters and by being involved in social justice projects.

Bellerive FCJ is a vibrant learning community where pupils and staff learn and thrive together. The ethos of personal and academic excellence prepares our pupils to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. Our pupils are provided with a challenging, broad and balanced curriculum, which recognises the importance of creativity and the arts.

Bellerive's academic results reflect our tradition of achievement, the pupils' high levels of ambition, parental support, as well as the challenging teaching and dedication of our staff. The vast majority of our pupils are accepted at their first choice university including Oxbridge, reading a wide variety of subjects.

November 2024