



Job Description			
Job Title:	Sixth Form Lay Chaplain	Department:	Pastoral
Salary:	SO1/2	Reporting to:	SLT
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</p> <ul style="list-style-type: none"> • An exceptional 4-19 Catholic education and experience • Remove all barriers to excellence • Develop leadership at all levels • Provide an exceptional spiritual, physical, on-line environment. 			
All Staff employed at Cardinal Newman Catholic School will:			
Main Objectives of Role:			
<p>The Lay Chaplain-Sixth Form through their work and witness, will support the wider chaplaincy function of the school in its delivery of the spiritual and pastoral care of all members of the school community.</p> <p>They will have a central role in implementing the school vision statement and its vision of wider chaplaincy and work with the Senior Chaplain, the Head of RE and the Principal supporting and developing the Catholic life of the school through dispersed chaplaincy. They will help support the nurturing of the faith formation and liturgical life of the school community of both staff and students. The Chaplain may also work to enhance the Religious Education curriculum where appropriate and deliver college RE sessions in the college.</p>			
CHAPLAINCY IN CARDINAL NEWMAN CATHOLIC SCHOOL			
Cardinal Newman Catholic School was established by the Roman Catholic Diocese of Arundel and Brighton as part of its educational mission to be the Catholic secondary school for Brighton, Hove and surrounding areas. 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 Diocese of Arundel and Brighton. The school has been designated by the Secretary of State as a school with a religious character.			

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 College is distinctively Catholic in all its aspects.

This appointment is with the governors of the school under the adapted terms of the Catholic Education Service contract signed with the governors as employers and should be endorsed by the Bishop or his representative.

The post 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 Chaplaincy Coordinator and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The vision of this school is that every member of the staff at this school actively shares in the mission of this Catholic school and that all students are invited, encouraged and equipped to share in this mission. The Lay Chaplaincy-Sixth Form role is to actively support staff and students in equipping them to share in the mission of the school and the Church. In this way the role of the Lay Chaplain-Sixth Form sits within the wider responsibility and activity of the school, and supports the dispersed responsibility of all staff to invite, foster and encourage the Catholic life of the school.

Principal Accountabilities:

The Lay Chaplain as witness:

- To help people to recognise God's love for them and the invitation that God offers them.
- To 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

The Lay Chaplain as pastor:

- To support the Principal in their role as spiritual leader of the Catholic school community
- To work with the school's pastoral system to ensure that students are connected to those best equipped to help them.
- To be attentive to the needs of all members of the school community.
- To be a visible and approachable presence around the school for pupils/students and staff.
- To accompany people at particular stages of their journey through life
- To pray for students and staff alike in ordinary and extra ordinary times.

The Lay Chaplain as leader:

- To support and further develop the spiritual, religious and liturgical life of the school.
- To use a collaborative style of ministry that encourages a team approach to Chaplaincy and to develop and lead a team of chaplaincy coordinators within this structure.
- To offer opportunities of prayer for staff and students and where appropriate collaborate with other areas of the school, including music, performing arts and Religious Education to support prayer and liturgy.
- To seek to engage pupils in prayer, liturgy and the sacramental life of the Church, particularly the Eucharist and Sacrament of Reconciliation where appropriate.
- To form good working relationships with the nearby priest(s) and parishes to support sacramental and non-sacramental engagement with the school and facilitate partnership working with the local and wider Church.
- To work actively with Deanery schools in providing shared Inset, RE days, school assemblies and collective worship opportunities, and other Deanery partnership activities.
- To work with others in the context of dispersed chaplaincy.

- Coordinate and develop suitable activities to mark and celebrate the major feasts and seasons of the Church and significant events in the life of the school and of local, national and international communities.
- Co-ordinate, prepare and lead retreat days, days of reflection and other spiritual activities appropriate to the age and understanding of the participants
- Have a good understanding of the liturgical year and the liturgical life of the Church and be able to lead pupils/students and staff into a fuller appreciation of its richness and beauty through supporting staff and pupils in their planning, preparation and leading of liturgies, collective worship and prayer.
- Advise and support staff in fulfilment of their duty to support the Catholic ethos of the school including by the provision of suitable resources for prayer and worship by students in tutor-group and larger gatherings.
- Ensure the school environment and displays reflect the school's Catholic Christian identity.
- Promote and care for the Prayer Room/Chapel as a sacred space and oversee the good order of the Chapel and the Chaplaincy spaces, including Chaplaincy resources
 - o know how to prepare a space for prayer;
 - o have the skills of a well-trained sacristan and know how to prepare a space for the celebration of Mass;
 - o care for any sacred space in school, especially where the Blessed Sacrament is reserved.
- Point students to the sacramental life of the Church in the parishes, where appropriate.
- Point students to other opportunities to deepen their faith relationship with God and the wider church.
- Celebrate and share the faith life of the school with the wider community
- Guide with sensitive issues, advising on the Church's teaching
- To lead any assistant chaplains or assistant chaplain team or volunteers and volunteer organisations working under the chaplaincy remit in the organisation of their roles
- To inspire, support monitor and review the work of any chaplain team in accordance with the procedures and practices of the school and the job descriptions for such roles.

The Lay Chaplain as educator:

- In a non-teaching capacity support and enhance the RE curriculum, where appropriate, delivering pre-prepared sessions in the college.
- To help educate staff on the teachings and perspectives of Christianity and the Catholic Church
- To provide induction sessions to new staff which enable them to understand the teachings and perspectives of Christianity and the Catholic Church.
- To help train and support staff in the preparation and delivery of acts of prayer and worship.

The Lay Chaplain as professional:

- To have input into the school development plan, its operation and review
- To attend meetings and advise the Senior Leadership Team, where appropriate
- To challenge and support on standards, morals and the values of the Christian life of the school
- To meet regularly with the line manager
- To engage in a regular process of appraisal and undertake self-evaluation exercises and participate in the school's evaluation and performance management procedures.
- To report to and work with Governors to promote the Catholic ethos and distinctive nature of the school

- To attend where possible staff meetings and any other meetings and staff CPD in line with the wider role of understanding and walking alongside staff as appropriate
- To attend where possible and appropriate parent meetings and opportunities to support staff, parents and students in line with developing relationships and walking alongside students and staff.
- To engage with Continual Professional Development (CPD) relevant to the role of the Chaplain-Sixth Form.
- 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 the Diocesan Chaplaincy Coordinator Group or its equivalent, attending meetings and annual retreat regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate
- To undertake such other duties as may reasonably be required by the Principal

All Staff employed at Cardinal Newman Catholic School will:

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Person Specification	
Job Related Education, Qualification and Knowledge	<p>A practising Catholic in full communion with the Church with a sound theological, spiritual and theological understanding</p> <p>DESIRABLE</p> <ul style="list-style-type: none"> • Educated to degree level • Experience of working with young adults (eg parish Youth Ministry or general youth work) • Hold a specific Chaplaincy qualification (or qualification that supports the work of a school Chaplain)
Experience	<ul style="list-style-type: none"> • Ability to demonstrate sensitivity to the needs of others (regardless of faith/belief, gender, race or disability) • Ability to approach pupils/students [whichever word the school wishes] in a manner appropriate to their age • Be a good listener, clear thinker, and capable organiser. • you will also have a developed understanding of Catholic Education. • Have an understanding of liturgy for children and young people and an ability to co-ordinate and engage children and young people in prayer, worship and the sacramental life of the school • Ability to provide opportunities for staff and pupils/students to deepen their spiritual life, for example through the organisation of retreats and days of recollection. • Ability to address large groups and conduct one-to-one dialogue with sensitivity • An effective communicator with excellent inter-personal skills • Ability to understand the organisational requirements of the Cardinal Newman Catholic school • Possess personal and professional integrity
Skills and Abilities	<ul style="list-style-type: none"> • “Good administrative and organisational skills required to undertake the role” • Willing to undertake appropriate professional training and development (Eg training to support those experiencing loss or bereavement) • Ability to work under pressure • Ability to maintain professional working relationships; have regard for the need to safeguard pupils’/students’ well-being, in accordance with statutory safeguarding procedures.
Equalities	<p>To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School’s Equalities Policy.</p>