

JOB DESCRIPTION

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science



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| **Title of post:** | **School Chaplain** |
| Purpose: | To nurture the spiritual life of the community. |
| Responsible to: | Headteacher |
| Liaison with: | Head of RE, Senior Leadership Team |
| Disclosure level: | Enhanced |
| Working time: | Three days a week, 8.30am to 4.30pm, term time only |
| Local government support scale: | Scale 9 – 19 |
| **Main duties** |  |
| To create a whole school approach: | * To facilitate the prayer life of the school and the celebration of the Eucharist. * To animate the spiritual life of the school. * To support the RE Department. * Working closely with the Tutor Teams, participating in tutorial and enrichment programmes to develop the whole person and assist the spiritual, moral, social and cultural development of learners. * As part of the Pastoral Team to provide support for learners and staff with faith issues both as individuals and within small groups. * Working closely with the relevant subject teachers participating in lessons where cultural, moral, social, faith, ethical issues are part of the curriculum. * To provide individual / group spiritual guidance. * To facilitate the provision for retreats. * To contribute to staff development and awareness raising of faith issues for staff as required. |
| Partnerships and community: | * To nurture the relationship between home, school, parish. * To support and strengthen the school’s ties and links with our local deanery schools, faith communities and partner universities. |
| General: | * To actively support school policies and procedures, in particular those regarding equality of opportunity, diversity and inclusion. * To keep accurate records and provide spiritual reports as required by the school. * To adhere to and participate in the school’s general procedures eg participate in staff development, appraisal and quality assurance systems. * To keep abreast with relevant current issues eg Keeping Children Safe in Education (KCSIE). |



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JOB DESCRIPTION continued

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| Additional duties: | To 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. |
| Other specific duties: | * To support the school in meeting its legal requirements for worship. * To promote the school’s corporate policies. * To continue personal development as agreed. * To actively engage in the staff review and development process. * To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**School Chaplain** ……………………………………………………

**Line Manager** ………………………………..……………………..

