



St Mary Magdalene C of E Primary School

Headteacher: Miss S Robinson

Post:	Teaching Chaplain
Grade:	UTR 1-6
Responsible to:	Inclusion Manager
Working Time:	School Teachers' Terms and Conditions

Job Purpose

- To provide a creative and responsive Lay Chaplaincy presence which offers opportunities for pastoral support and spiritual development at both individual and whole school level.
- To nurture and develop the school's Christian ethos and values
- To develop the links between the school and the parish.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers' Pay and Conditions Document and Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Main Responsibilities

The Chaplain as witness

The Chaplain should:

- be a practising Christian 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 moral and social teaching.

The Chaplain as pastor

The Chaplain should:

- be attentive to the needs of all members of the school community
- play a visible, central role in the pastoral system

- 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;
- give special consideration and care for the vulnerable within the school community.
- encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship
- be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

The Chaplain as leader

The Chaplain should:

- plan, prepare and lead liturgies/collective worship and support others to do the same. These will include end of term services, Advent and Lent services, Easter pilgrimage, staff INSET days and special celebrations
- care for any sacred space in school, including prayer spaces and ensure that the school environment enhances the Christian life of the school
- be skilled in engaging children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation, where appropriate;
- support and deliver class/whole school worship through the provision and creation of appropriate worship resources;
- facilitate Godley play through EYFS and KS1;
- help pupils and staff to develop confidence in leading prayer and worship independently;
- provide opportunities for staff and pupils to deepen their spiritual life, for example, through regular prayer opportunities and the organising of retreats and days of reflection.
- celebrate and share the faith life of the school with the wider community including through the introduction and development of a 'Messy Church' and facilitation of Church services in school;
- include the school in parish celebrations such as Remembrance events

The Chaplain as teacher

The Chaplain should:

- have a good knowledge and understanding of the Christian faith to:
 - support and develop school catechetical programmes;
 - 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 Christian life of the school.
 - support, develop and teach the RE curriculum (all teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document. Teachers should also have due regard to Teachers' Standards.

Teachers' performance will be assessed against the Teachers' Standards as part of the appraisal process as relevant to their role in the school).

- have high expectations of behaviour, promoting self-control and independence of all learners
- take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

The Chaplain as professional

The Chaplain should:

- if a priest, celebrate the Eucharist and the sacrament of reconciliation regularly in school;
- if not a priest, make arrangements for the regular celebration of the Eucharist and the sacrament of reconciliation within school with the priest(s) of the local parish;
- form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish, diocese and school.
- maintain good working relationships with other members of staff, governors 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;
- contribute to self-evaluation processes in readiness for inspection.
- engage with CPD relevant to the role of chaplain, including opportunities for enhancing his/her own spiritual well-being

Supervisory responsibility

- The post holder may be responsible for the deployment and supervision of the work of other adults and other areas within school relevant to their responsibilities, as agreed with the Head Teacher.

Fulfil wider professional responsibilities

- Develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Work proactively and effectively in collaboration and partnership with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers’ Pay and Conditions Document

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with Appraisal Regulations

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers’ Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Perform any reasonable duties as requested by the Headteacher

Signed to indicate agreement..... [Post-holder]

Date.....

Signed [Manager]

Date

Person Specification: Teaching Chaplain

	Essential	Desirable
Experience	<ul style="list-style-type: none"> A strong Christian faith with a deep commitment to the church; a communicant member of the Church of England. Significant experience of working in an educational setting Significant pastoral experience in ministry/parish/local faith community/school setting 	<p>Evidence of:</p> <ul style="list-style-type: none"> Ordained Minister or Lay Preacher in the Church of England QTS, or experience as an unqualified teacher. Degree in a relevant subject e.g. Theology, Religious Studies
Organisation	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> manage time and prioritise workload effectively identify (potential) problems and address these balance the demands of many responsibilities effectively record and pass on information accurately 	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> organise and manage a subject area
Specialist Skills and Knowledge	<p>Demonstrates:</p> <ul style="list-style-type: none"> deep understanding of the Christian faith vision and imagination to shape our Christian distinctiveness understanding of the Church of England's vision for education ability to challenge, inspire and encourage children and the community to fulfil their spiritual lives highly developed pastoral care qualities empathic listening skills secure understanding of the needs of primary-aged children effective and positive approach to behaviour management ambition for children's outcomes and achievement ability to deliver inspiring liturgies and RE lessons, including remotely 	
Disposition and attitudes	<ul style="list-style-type: none"> Champion for the school's Christian ethos and values Drive to provide the best possible educational and spiritual provision Altruistic approach to supporting children, families and colleagues High levels of integrity, resilience and emotional stability Shows initiative and flexibility when faced with challenging situations Demonstrates compassion, empathy and tolerance towards others Regard for the worth of each person; establishes high levels of trust Demonstrates reliability and loyalty 	

Specific Requirements	<ul style="list-style-type: none">• Excellent communication skills, including oral, written and use of IT• Commitment to safeguarding and promoting the welfare of children• Uphold the Teacher Standards at all times• Maintain confidentiality in all school matters• No serious health conditions likely to impact upon job performance (that cannot be accommodated by reasonable adjustments).• Excellent attendance record in current employment (not including absences resulting from disability).	
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