

Job Description



Job Title:	Chaplain	Department/Group:	Administration
Level/Salary Range:	Grade 7 (SCP 29-33)	Reporting to:	Pastoral Leader
Weeks per year:	Term time only plus 5 days	Hours per week:	20 hours
Safer Recruitment Statement			
Bolton St Catherine's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
All staff at Bolton St Catherine's Academy are required to:			
<ul style="list-style-type: none"> • uphold and promote the school's vision and aims outlined in the Academy Improvement Plan • uphold and promote the Christian ethos of the school • support and contribute to the achievement of our students academically and pastorally • support and contribute to the school's responsibility for safeguarding students • undertake professional training to enhance personal development and job performance; • Comply with all Academy policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection • maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues and governors, treating everyone with dignity and respect • share best practice, expertise and skills with others 			
Main Objectives of Role:			
<ul style="list-style-type: none"> • To support and advise the Academy Leadership Team on the establishment and development of the Christian ethos within the Academy so that it will impact positively on staff/student relationships, inter-student relationships and inter-staff relationships. • To develop dynamic and exciting worship within the Academy • To be a key member of the pastoral team of the school, helping to provide a pastoral presence within the school community. 			
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<p>The Chaplain will have specific responsibility for:</p> <ul style="list-style-type: none"> • demonstrating a distinctive presence in the Academy during the Academy day • developing innovative and appropriate collective worship in the Academy, including student involvement and presentation, so all can explore and develop Christian faith. • working with other designated staff on providing and conducting collective worship and assemblies. • respecting and supporting those of other faiths (and none) and encouraging them in their own spiritual journey. • contributing to lessons where appropriate and in collaboration with class teachers to meet the requirements and expectations of the appropriate head of department , in particular supporting the teaching of Religious Education and other subjects in the school in terms of Christian values • working with the Pastoral Teams to complement the care offered by the Academy where appropriate and by agreement, including following Child Protection procedures. • engaging in positive pastoral contact with both teaching and support staff and working with the Headteacher to provide appropriate pastoral care and be a confidential ear to all and offer advice as appropriate. • advise on the spiritual and moral growth of students; • supporting and encouraging young people who feel that they may have a Christian vocation. • liaising where appropriate with Chaplains of other CE schools in the Diocese and in particular our future MAT partners St James's and Canon Slade. • acting as a bridge between the Academy and other local and diocesan clergy and lay officers, using their skills and expertise for the good of the Academy's young people. • respecting the variety within the Anglican tradition, and building ecumenical relationships. • undertaking appropriate training in agreement with the Headteacher. • agreeing targets with the Headteacher at the start of the year, in accordance with the Academy Development Plan. • sustaining good links with feeder schools where appropriate and in partnership with clergy in whose parishes they are set. • attend meetings of the Senior Leadership Team when appropriate, Pastoral Team meetings and others to act as a "critical friend" • taking part in the extended curriculum of the Academy. • being present at and lead in prayer occasions such as Remembrance Day • working with students and their families. • undertaking specific training in Academy chaplaincy as appropriate. • continually seeking developmental opportunities in order to improve personal performance 			

General responsibilities

- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Academy strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Any other duties as reasonably required by the Headteacher.

All staff at Bolton St Catherine's Academy will:

- Seek professional developmental opportunities in order to improve personal performance
- Follow and actively promote the school's policies
- Seek to be positive and to build up the common good by our own individual contribution to the life of the school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Work within the Academy's Health & Safety Policy to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

September 2017

Signed: _____

Date: _____

Name: _____