



CHAPLAINCY COORDINATOR

JOB DESCRIPTION

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OLA is conducted as a Catholic school in accordance with Canon Law and the teachings of the Roman Catholic Church. 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. Therefore, it is important that the postholder will ensure the school is distinctively Catholic in all its aspects.

The Chaplaincy Coordinator post is to actively support staff and pupils in equipping them to share in the mission of OLA and the Church. In this way, the role of the Chaplaincy Coordinator supports the responsibility of all staff to invite, foster and encourage the Catholic life of the school.

The Chaplaincy Coordinator, through their work and witness, will support the wider chaplaincy function of OLA in its delivery of the spiritual and pastoral care of all members of the School community. They will have a central role in supporting and developing the Catholic life of the school through Chaplaincy. They will help to support the nurturing of the faith formation and liturgical life of the School community of both staff and pupils. The Chaplaincy Coordinator may also work to enhance the Religious Education curriculum where appropriate.

The School is committed to giving the successful appointee all necessary support to help them make a success of this extremely important role.

RESPONSIBILITIES OF CHAPLAINCY COORDINATOR

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.

Spiritual Leadership

- To support the Head in their role as spiritual leader of the Catholic school community.
- To be a visible and approachable presence around the school for pupils/pupils and staff.
- To accompany people at particular stages of their journey through life.
- To pray for pupils and staff alike in ordinary and extraordinary times.
- 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.
- To offer opportunities of prayer for staff and pupils and, where appropriate, collaborate with other areas of the school, including music, performing arts and Religious Studies 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 parish priest to support sacramental and non-sacramental engagement with the school, and facilitate partnership working with the local and wider Church.
- To work with others to 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.
- To co-ordinate, prepare and lead retreat days, days of reflection and other spiritual activities appropriate to the age and understanding of the participants
- To lead pupils and staff in a fuller appreciation of the richness and beauty of Liturgy through collective worship and prayer.
- To advise and support staff in fulfilment of their duty to support the Catholic ethos of the school, including the provision of suitable resources for prayer and worship.
- To ensure the school environment and displays reflect the school's Catholic identity.
- To oversee the good order of the Chaplaincy spaces.
- To care for any sacred space in school, especially where the Blessed Sacrament is reserved.
- To signpost pupils to other opportunities to deepen their faith relationship with God and the wider church.
- To celebrate and share the faith life of the school with the wider community

Education

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

Professional

- To attend meetings and advise the Leadership Team, where appropriate.
- To meet regularly with the line manager (Head of Faculty RS).
- 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 engage with CPD relevant to the role of Chaplaincy Coordinator.
- To lead school based CPD for staff in relation to the Catholic life of the school.
- To liaise with Diocesan agencies, groups and individuals, where appropriate
- To undertake such other duties as may reasonably be required by the Head

Other

- Responsibility Allowance of £2600 (equivalent to a Subject Coordinator eg Head of Maths)
- No timetable allowance
- To report to the HoF RS upon request.
- Attend regular meetings.
- Support the School at School events.

OTHER ASPECTS OF THE POST

All teachers are expected to share in supervision duties, attend relevant parents' evenings, staff/departmental meetings, Open Days and other School events, and to contribute to the co-curricular life of the school.