

St Philip Howard

CATHOLIC SCHOOL



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CHAPLAINCY TEAM MEMBER
RECRUITMENT PACK



CHAPLAINCY TEAM MEMBER (two year, fixed term contract)

Term time only (plus two weeks)

The Chaplaincy Team at St Philip Howard School in Barnham is looking for new, innovative and passionate members to join in September 2021. As part of the Team you will have the opportunity to develop your own skills as a Chaplain whilst working in a supportive and faith filled environment.

During your two years on the Team you will have the option to undertake fully funded further educational courses in an area related to Chaplaincy, and learn first-hand what School Chaplaincy entails on a day to day basis, whilst earning a monthly stipend (which will be based upon contracted hours and agreed at interview).

HOW TO APPLY

We are now welcoming anyone with an early interest or requesting more details to contact Theresa McNamara (Chaplaincy Team Leader) for an informal discussion about the role on tmcnamara@sphcs.co.uk. Following initial contact with Theresa McNamara, applicants interested in applying for this role should complete the CES application form and email to Jacqui Inglis at jinglis@sphcs.co.uk or send to the school address.

Closing date for applications: 9am Friday, 29 January 2021

Interviews: TBC





JOB DESCRIPTION: SCHOOL CHAPLAINCY TEAM MEMBER

Responsible for:	Supporting the Catholic mission of the school in developing the faith and spiritual awareness of pupils and staff
Reporting to:	Chaplaincy Team Leader
Current hours per week:	To be agreed (term time, plus two weeks)
Current salary:	Monthly stipend

SPECIFIC DUTIES OF THE POST

The duties undertaken by the Chaplaincy Team are completed with the support and supervision of the Chaplaincy Team Leader. The team work closely together, supporting each other in faith and mission on a daily basis. To be a member of the team is a wide and varied role that includes, but is not exclusive to, the following tasks:

- Be a focal point for spirituality in the school
- Be visible and approachable around the school for pupils and staff (in recreational areas)
- Get to know members of the school community
- To lead, coordinate and attend the annual Lourdes Pilgrimage, retreats, days of reflection and other spiritual events outside of school (appropriate to the age and understanding of the participants)
- Arrange and co-ordinate School Missions
- Co-ordinate, develop and prepare liturgical experiences (including relevant sacraments) and events for tutor groups, year groups and the whole school
- Develop suitable activities to mark and celebrate major feasts and seasons of the Church and significant events in the life of the school and of the local, national and international communities
- Liaise with other areas of the school (for example performing arts and RE) to support liturgical and spiritual experiences
- Develop opportunities for pupils that encourage 'faith in action' and raise awareness of justice and peace issues.
- Plan and lead the school's annual fundraising activities
- Liaise with local faith communities (to which our members belong) for mutual support in the faith development of our young people
- Assist with communication between the school and our feeder parishes
- Develop a collaborative style of ministry that encourages a team approach
- Liaise with local clergy (both Catholic and from other denominations), partner primary schools, other Catholic schools, the Diocese and other agencies as required
- Advise staff in the fulfilment of their duty to support the Catholic ethos of the School for example, with tutorial prayer and assemblies
- Provide suitable resources for prayer both individual and communal
- Provide training for staff in collaboration with the LT
- Contribute to the creation of the school's annual improvement plan
- Provide additional counselling and care for vulnerable students or emotionally distressed young people in liaison with heads of year, SENDco and Assistant Headteacher (Pupil Support)
- Provide individual or group counselling on matters of faith and practice
- Support the students' five ECM outcomes by:

- Working to encourage healthy mental and physical lifestyles through a holistic approach to their spiritual, mental and physical wellbeing
- Ensuring that students stay safe when undertaking activities and events related to the Chaplaincy programme, undertaking risk assessments and managing risk
- Ensuring that students enjoy their experience of the religious heart of the school and recognise development in their own faith
- Ensuring that students make a positive contribution in the school community and beyond through charity work, participating in liturgy, working with outside communities
- Ensuring that students learn about the Christian moral imperative to support those in need and find enterprising ways of understanding the importance of achieving economic well-being for all.
- Undertake self-evaluation exercises and participate in the school's evaluation and performance management procedures
- Work with governors and chair the Spiritual Life Group
- Attend staff meetings, parents' information meetings as appropriate
- Oversee the good order of the Chapel
- To liaise with other members of staff in helping to maintain an evidently Catholic ambience in the school's physical environment
- Be involved where appropriate and where directed in the curriculum
- Administer budget for resources
- To provide First Aid support to the students and staff of the school in the absence of the school nurse or under her guidance at busy periods. Full training will be provided.
- To undertake such other duties as may reasonably be required by the Headteacher

PERSON SPECIFICATION

	Essential / Desirable
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Practicing Catholic with a sound theological and liturgical understanding • Competent in use of ICT • Experience of dealing with young people • Experience of preparing and leading liturgies 	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Qualifications / Training</p> <ul style="list-style-type: none"> • Good basic education to GCSE level (A-C / 9-4) in literacy and numeracy, or the equivalent • Full valid driving licence 	<p>E</p> <p>D</p>
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Effective communicator and excellent inter-personal skills • Able to approach pupils in a manner appropriate to their age • Good listener, clear thinker and capable organiser • Ability to address large groups and conduct one-to-one dialogue with sensitivity • Ability to understand the organisational requirements of the school • Possessing a flair for imaginative and appropriate liturgical and spiritual experiences for the pupils • Potential to be inspiring and innovative and willing to take risks • Ability to respond spontaneously and work under pressure 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Possessing personal and professional integrity • Sensitivity to the needs of others (regardless of faith, gender, race or disability) • A commitment to continuing professional development • A willingness to promote the school's ethos • Uphold core values of the school • Acceptance of staff dress code 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

BOSCO CATHOLIC EDUCATION TRUST



St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019 and St Joseph's in September 2020. SPH is an outstanding Catholic secondary school, a National Teaching School and has a proven track record of raising achievement through school to school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.