

Chaplaincy Apprentice – Job Description

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| Role | Chaplaincy Apprentice |
| Required | ASAP |
| Contract/Duration | Two-year Fixed Term, Term Time only, 36 hours pw, 39 weeks pa |
| Location | London Borough of Bexley, Outer London Area |
| Salary | Bexley Grade 03 Points 8 - 11: £21,399 - £21,783 per annum (Pro Rata £18,325 - £18,653) |
| Working Hours | 8:00am - 4:20pm with a 30-minute lunch break |
| Accountable to: | All staff are required to work under the direction of the Headteacher and will also be directed and guided by other colleagues with specific, delegated areas of responsibility. |

Post Description:

This role is designed to give you grounding and formation in Lay Chaplaincy. Alongside existing chaplaincy provision, you will be responsible for serving the Academy of which you will be a key part. You will undertake training with an accredited provider for 20% of your working time alongside support, formation and on-the-job training from the Academy and the Diocese. You will have a link mentor/line manager and will not be expected to work independently or in isolation. You may take on individual responsibilities as your training develops but this will be mutually agreed by your line manager and yourself.

You will undertake a course of academic instruction alongside your work - with an external end point assessment. Successful completion of this qualification will result in a Certificate of Higher Education as a Children Young People and Families Practitioner. Time will be allocated to attend lectures and to complete work towards the qualification.

This is a reserved post which means that applicants must be practising Catholics.

Duties and responsibilities:

- To be involved in the planning, delivery and evaluation of chaplaincy provision.
- To work in collaboration with other staff and departments in the delivery of the Academy mission statement.
- To carry out tasks allocated by your line manager/mentor.
- To adhere to the requirements of the safeguarding policies and procedures of the Roman Catholic Church.
- To maintain a safe environment in accordance with health and safety and to follow all Academy policies and procedures.
- To take part in regular line management and supervision meetings.
- To nurture and develop the Catholic Life of the community.
- To undertake training development opportunities related to the post as agreed with your line manager
- To engage with local and national Catholic events and networks.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.
- At all times the post holder is required to work within the mission statement and policies of the academy and to have regard for the teaching of the Catholic Church.

National Standards for Chaplains working in schools and academies are divided into five key areas:

1. The Chaplain as witness
2. The Chaplain as pastor
3. The Chaplain as leader
4. The Chaplain as educator
5. The Chaplain as professional

General School Maintenance:

- All staff at St Columba’s contribute to the efficiency, organisation and success of the Academy.
- Taking responsibility for organisation and maintaining a quality learning environment.
- Use any specific skills or expertise where possible to better the opportunities of the students at the Academy.
- Support the Chaplaincy Team on other tasks, if and when requested.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Contribute as part of the Pastoral a team, sharing good practices and support the development of resources and materials.

Chaplaincy Apprentice – Person Specification

| A Training and Qualifications | Essential | Desirable |
|---|-----------|-----------|
| A minimum of GCSE (Level 2) grade C in Maths and English | Y | |
| A Level 3 qualification, or practice equivalent (i.e., A volunteer year at The Briars), in Care, Children or Family Support | Y | |
| Commitment to ongoing professional development | Y | |
| B Experience | Essential | Desirable |
| Relevant experience of work with young people | Y | |
| Have experience of Youth Ministry in the Catholic Church | | Y |
| Have experience of leading liturgy and prayer | Y | |
| Experience of working with young people in schools | | Y |
| C Professional Knowledge & Skills | Essential | Desirable |
| Evidence of continuing professional development | Y | |
| Have specific skills in music and liturgy | | Y |
| Hold a current valid driving licence | | Y |
| Possess creativity and imagination when leading work with young people | Y | |
| Have good interpersonal skills and are able to communicate well, both orally and in writing | Y | |
| Are able to develop positive relationships with volunteers, teachers, catechists and clergy | Y | |
| D Personal Attributes | Essential | Desirable |
| Be a committed and practising Catholic | Y | |
| The ability to adapt to changing circumstances and new ideas | Y | |
| Are self-motivated and have a good sense of responsibility | Y | |
| Are enthusiastic and possess the ability to enthuse others | Y | |
| Ability to be respectful and promote equality of opportunity and diversity | Y | |
| E Safeguarding | Essential | Desirable |
| An Enhance DBS clearance or commitment to undertake an Enhanced DBS check | Y | |
| Understanding of and compliance with all relevant legislation | Y | |