



## Lay Chaplain

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Summary of the role:</b>	<ol style="list-style-type: none"> <li>1. The post holder will report to the Assistant Head – Pastoral, and will work closely with the Ordained Chaplain and the Head.</li> <li>2. S/he will assist the Head and Assistant Head – Pastoral in leading and developing the spiritual and moral life of the school community, and in developing the ethos of St Benedict's.</li> <li>3. S/he will lead from day to day the formal and informal expression of the Catholic and Benedictine ethos and worship at St Benedict's.</li> </ol>
<b>The School:</b>	St Benedict's is a Catholic co-educational independent school in the Benedictine tradition for children and young people aged 3-18.
<b>Reporting: to:</b>	Assistant Head - Pastoral
<b>Line management responsibility for:</b>	N/A
<b>Main Duties and Responsibilities:</b>	<p><i>Key responsibilities</i></p> <ul style="list-style-type: none"> <li>- To take a leading role in the formation of pupils, of all denominations and faiths, centred on the Catholic, Benedictine mission and ethos of the school.</li> <li>- To organise formal and informal worship and liturgy, including all school Masses, and to support Division (Year) Heads, who coordinate divisional assemblies</li> <li>- Promote and develop pupils' involvement in, ownership and leadership of, both formal and informal Liturgy</li> <li>- To manage the mission works, the charities, and the voluntary activities in school, liaising with the Senior Master and Sixth Form administrator as appropriate</li> <li>- To enrich and develop quality of prayer, reflection and worship drawing on the creative gifts and resources within the school community with an attention to the tradition of Benedictine prayer and living.</li> <li>- Seek new ways to inspire pupils and staff to prayer, reflection and growth in faith</li> <li>- Review and develop, in consultation with others, the collection of prayers and hymns for worship suitable for use by students, parents and staff in collaboration with the Directors of Music.</li> <li>- To provide an additional 'pastoral presence' and an availability for spiritual direction within the school community for all.</li> </ul>



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	<ul style="list-style-type: none"><li>- Lead and manage specific group activities linked to the seven themes identified in the 'Caritas in Action' programme.</li><li>- To help identify areas of Common Good (local, national, global) which may be undertaken by the school, or individuals within the school.</li><li>- To help plan and organise a programme of staff formation, liaising closely with the Assistant Head – Pastoral and the Ordained Chaplain.</li><li>- To plan, organise and lead pupil retreats and other spiritual formation, working closely with the Assistant Head – Pastoral and with Division Heads, as appropriate</li><li>- Such other responsibilities and duties as may be reasonably required from time to time by the Head</li></ul> <p><i>Other professional standards and responsibilities.</i></p> <ul style="list-style-type: none"><li>- To act with complete confidentiality, knowing the privileged access to information about children that the post entails.</li><li>- To take responsibility for own professional development.</li><li>- To set a good example to our pupils through personal presentation and conduct.</li><li>- To maintain good relations with the diocese and connections with the chaplaincies of other Benedictine schools</li><li>- To be a member of the Association of Catholic Chaplains in Education (<a href="#">ACCE</a>) and use the opportunities the organisation offers for professional and spiritual development.</li><li>- To engage with the Benedictine Educators Network (BENet) for opportunities of international collaboration.</li></ul>
<b>Safeguarding responsibilities</b>	Promote and safeguard the welfare of children and young persons with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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Person Specification			
	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	<b>Method of Assessment</b>
<b>Qualifications / Knowledge</b>		<ul style="list-style-type: none"> <li>an academic proficiency in Theology and/ or Catechesis is desirable.</li> </ul>	<i>Production of the applicant's certificates.</i>  <i>Discussion at interview.</i>  <i>Independent verification of qualifications.</i>
<b>Experience:</b>			<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>display exceptional professionalism and inter-personal skills and able to command the respect of colleagues, parents and the pupils.</li> </ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>It is essential that the person appointed is a practising Roman Catholic with a good understanding of the social and moral teachings of the Catholic Church, who feels called in the mission of the Church to work with and is able to relate to pupils, staff and parents of all faiths and backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>An empathy for the Benedictine tradition</li> </ul>	<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>