



DONHEAD PREPARATORY SCHOOL

LAY CHAPLAIN

JOB DESCRIPTION AND PERSON SPECIFICATION

- *Donhead is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*
- *Enhanced DBS checks are carried out on all staff prior to appointment.*
- *Donhead listens to children and staff via complaints and whistleblowing procedures.*
- *All staff will receive a full programme of induction.*
- *Donhead is committed to performance management and staff development and all staff are fully supported in their development and career goals.*

This post reports to the Headmaster

JOB DESCRIPTION

The Lay Chaplain will have primary responsibility for the day-to-day Christian life of the Donhead Preparatory School community.

The Lay Chaplain is responsible for devising, developing, promoting and running a wide-ranging chaplaincy programme which appeals to the full range of ages (4-11 years) and degrees of religious interest of the pupils, their parents, and the staff and wider community of the school.

The roles and responsibilities of the Lay Chaplain include:

1. Praying daily for the needs of the school community.
2. Maintaining a high profile presence around the school and at school events, engaging with pupils and staff as often as possible.
3. Being a member of the Senior Leadership Team.
4. Attending Staff Meetings and contribute to issues which have moral, spiritual and pastoral implications.
5. Preparing a termly report for the Governors' Pastoral & Chaplaincy Committee and attending termly meetings.
6. Preparing school liturgies (including whole-school and year group celebrations of the Mass, morning Mass, Marian and Lenten devotions, Reconciliation Services). Duties include preparing readers, altar servers and others involved in the liturgy, and liaising with the Priest celebrant and the Director of Music.
7. Organization of Eucharistic Ministers.
8. Developing opportunities for prayer and meditation for pupils, staff and parents.
9. Promoting the faith development of staff, including the induction of new staff.

10. Encouraging participation in the Jesuit Institute's Shared Vision Programme and Retreats.
11. Caring for the school chapel as a well-kept and inviting place for pupils and staff; and the sacristy, ensuring resources needed for the celebration of the liturgy are maintained.
12. Preparing materials to be used by class teachers with their classes.
13. Devising and running the Chaplaincy programme (with appropriate events and activities for each year group).
14. Preparing assembly prayers and reflections and assisting class teachers in preparation of class presentations at assembly.
15. Involve the children in charity work and outreach work, as appropriate, and in association with Jesuit Missions.
16. Coordination of the Companions Programme.
17. Working with the RE Department to support the RE curriculum.
18. Offering support and first level counselling as needed by individual pupils, staff and parents (especially in times of personal and family crisis such as bereavement).
19. Liaising and fostering links with local parishes and with the Diocese of Southwark.
20. Liaising with the Jesuit Province, with other Jesuit schools and apostolates, and with the Provincial Delegate for Education, including playing an active role in meetings of the Jesuit School Chaplains; developing links with the wider international Jesuit network including through the Companions' Programme and Jesuit Missions.
21. Preparing for the Annual Visitation from the Provincial of the British Province of the Society of Jesus.
22. Managing volunteers and staff, including Jesuits in formation, who may, from time to time, be assigned to the chaplaincy.
23. Creating displays of images, information and pupils work around the school to promote the Christian and Jesuit identity and mission of the school and the work of the chaplaincy.
24. Organisation and supervision of the Chaplaincy Room.
25. Any other additional duties as agreed with the Headmaster.

Importantly, the Lay Chaplain is not expected to do everything him or herself but to involve other staff and pupils, and to encourage and support them in adopting leadership roles.

Person Specification

The person appointed to the post of lay chaplain will need to have diverse skills and interests underpinned by an active and well-articulated faith which accords with the life and teaching of the Roman Catholic church and the Jesuit identity and mission of the school. Specifically:

1. You will be a baptised and practising Roman Catholic lay man or woman, committed to the spiritual and personal development of young people of primary school age.

2. Above all you will enjoy the company and challenge of young people in their younger years, and have an easy and accessible manner which combines openness and engagement with challenge and formality.
3. You will have a degree in theology or religious studies, or other experience or qualification that suits you to a lay chaplaincy role in the Roman Catholic church.
4. You will have good social skills, both with young people and also with adults (parents and staff), showing flexibility where needed but also the accountability and a high degree of reliability and formal organisation required in a school context.
5. You will have a good sense of the Church's liturgy and be able to recruit and enthuse pupils to take part in a variety of roles in school worship. Competence in music would be a welcome skill.
6. You will be confident in leading large and small, formal and informal, groups of pupils and adults.
7. You will be an articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel.
8. You will have good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables, obtaining and conserving resources, delegating responsibilities and providing clear briefings and instructions.
9. You will have the freedom and willingness to work flexibly, including in the evenings and weekends, and to arrange your working days and hours to ensure you have entitlement to time off but are available for school events and activities as needed.
10. You will have a commitment to the development of your own skills as a Lay Chaplain through appropriate prayer, study, and participation in formation courses and conferences.

The person appointed will be expected to have a clear Disclosure and Barring Service (DBS) enhanced check and for there to be no concerns with regard to the safeguarding of children and vulnerable adults.