

<u>Post Title:</u>	Assistant Chaplain (<i>3 days per week, term-time only</i>)
<u>Purpose:</u>	To support the Chaplain with all Chaplaincy work in the College.
<u>Responsible to:</u>	The Principal through the Deputy Principal, and Chaplain.
<u>Liaising with:</u>	Relevant staff with cross College responsibilities, e.g. Senior Management Team, College Management Team, teachers within the department and faculty, Heads of Hall, Personal Tutors and support staff. Students, IBVM, Loreto and local Chaplains, local parishes, Salford Diocese and appropriate Church groups.

Main Duties and Responsibilities

Support to the Chaplain

- To encourage and nurture the spiritual and religious development of students and staff at the College.
- To celebrate the Catholic ethos and IBVM heritage of the College.
- To empower students to recognise the joy of the gospel and become disciples.
- To evangelise in a fresh and creative way, finding new ways for the Gospel to encourage and challenge students and staff.
- To build strong relationships with students and staff in order to promote collaborative and peer ministries.
- To work closely with the Chaplaincy Team.
- To work alongside the RE Department, and contribute to RE Departmental lessons, where possible, promoting the work of the Chaplaincy and the ethos of the College.
- To hold responsibility for the Chaplaincy Room, Chaplaincy Office, Chapel and any other prayer spaces, following Prevent guidance as appropriate.
- To be responsible for regular liturgical provision in the College.
- To be responsible for special liturgies based on the Church's calendar and when particular circumstances demand (Easter, Christmas, leavers Mass, at times of bereavement)
- To provide opportunities for students and staff to develop in their prayer life.
- To work closely with the College in promoting charitable actions and activities throughout the College.
- To contribute, alongside Heads of Hall, to assemblies when required.
- To promote an understanding of Ignatian spirituality with staff and students in the College.
- To use modern technology to find new ways for Chaplaincy to engage students and staff
- To promote equality in line with College policy.
- To coordinate and participate in the annual Lourdes pilgrimage and other appropriate residential trips.
- To engage and support the pastoral and spiritual activities of the Diocese and by the Institute of the Blessed Virgin Mary.
- To build positive and collaborative relationships between the College and local community and youth organisations and partnership high schools.
- To develop and maintain links with Loreto English Education Network (LEEN).
- To attend and participate in College Open days/taster days/ NSDs and other cross College events as appropriate, with the focus of raising the profile and awareness of Chaplaincy.

- To establish and maintain a presence around student communal areas.
- To immediately pass on any student safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Staffing

Staff Development

- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To contribute towards the staff development of other staff as appropriate.
- To contribute towards the induction of new staff as appropriate.

Deployment of Staff

- To work as part of a team, and to ensure effective working relations.

Quality Assurance

- To follow College policies in all appropriate areas.
- To support the Chaplain in setting and developing targets pertaining to the work of the Chaplaincy and Chaplaincy Team.
- To contribute to the College self-assessment procedures where appropriate.

Communications

- To support the Chaplain in sharing with Salford Diocese and appropriate Church groups the Chaplaincy work within the College.
- To support the Chaplain in publicising and communicating charity activities to the whole College community; including governors via the Principal.
- To explore links with local organisations who could contribute to our charitable works.
- To attend meetings, where appropriate, in accordance with the College schedule.

Pastoral

- To offer support to students and staff where appropriate, working as part of the College pastoral Team.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the College's policies on equal opportunities, health and safety and quality assurance.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: ASSISTANT CHAPLAIN

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of organising Assemblies/Liturgies		✓	Application, Interview
Experience of working within an educational or diocesan context		✓	Application, Interview
Experience of working with young people	✓		Application, Interview
Skills and Knowledge			
Excellent organisational and administrative skills	✓		Interview
The ability to recognise and appreciate the confidential nature of some work undertaken and work to College policies regarding confidentiality	✓		Interview
Ability to empathise with 16-19 year olds within a College situation	✓		Interview
Ability to empathise with 11-16 year olds in a high school situation		✓	Interview
A clear understanding of developments in post-16 education		✓	Application, Interview
Ability to prioritise a demanding and changeable workload	✓		Interview
High level of literacy/communication skills	✓		Application, Interview
Ability to adapt quickly to new environments/technologies	✓		Interview
Ability to meet deadlines	✓		Interview
Excellent presentational skills, orally and written	✓		Application, interview
Ability to relate well with staff and students	✓		Interview
Ability to motivate staff and students	✓		Interview
Good Team working skills	✓		Interview
Ability to lead a meeting		✓	Interview
Persuasive skills		✓	Interview
Ability to innovate		✓	Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Level 4 (degree level) qualification or equivalent in an appropriate subject		✓	Application, Interview
IT qualification to level 2 or higher		✓	Application, Interview
Intermediate Counselling qualification		✓	Application, Interview
Attitude and Impact			
Positive attitude	✓		Interview
Smart in appearance and manner	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Personal			
Practising Catholic *	✓		Application, Interview
Enhanced DBS Clearance #	✓		Pre-employment check

Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.			
<i>* In order to comply with the religious ethos of the College this is a Genuine Occupational Requirement under the Employment Equality (Religion or Belief) Regulations 2003.</i>			
<i># to follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS

Assistant Chaplain

This is a term-time only contract, working 3 days per week. **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

Start Date	November 2021
Closing date	Closing date for receipt of applications 10am on Monday 18th October 2021 . We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary will be on the Sixth Form Colleges' Support Staff Scale point 5, currently £19,137 per annum, pro-rata (actual amount = £9,313.91 per annum).
Interview date	It is anticipated that interviews will be held week commencing 1st November 2021 . Candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>