



LAY CHAPLAIN PERSON SPECIFICATION

The Lay Chaplain will be a practising, prayerful and committed Catholic with a good understanding of Catholic theology and supportive references from their parish priest or the priest best known to them. They should have a proven track record of working with young people in a parish and/or educational context.

SPIRITUAL AND INTELLECTUAL	Essential/ Desirable	Evidence*
<ul style="list-style-type: none"> • Be a person of faith and prayer with a deep commitment to the Catholic Church; a practising Catholic; can provide evidence of participation in their parish life 	E	A/I/R
<ul style="list-style-type: none"> • Has a good understanding of the Church’s liturgy and sacraments and is experienced in providing creative and reflective prayer and worship opportunities to engage young people 	E	A/I/R
<ul style="list-style-type: none"> • Be up to date with current thinking and practices in the Catholic Church and Catholic Education; 	E	A/I/R
<ul style="list-style-type: none"> • Be committed to the Catholic ethos of the school 	E	I/R
<ul style="list-style-type: none"> • Be committed to on-going training and learning 	E	A/R
<ul style="list-style-type: none"> • Able to understand the complexity of working in a school and sensitive to the need to work together in the interests of pupils 	E	A/I/R
<ul style="list-style-type: none"> • Able to exercise sound judgement in a wide range of situations 	E	I/R
INTERPERSONAL AND COMMUNICATION SKILLS	Essential/ Desirable	
<ul style="list-style-type: none"> • Be a good listener 	E	R
<ul style="list-style-type: none"> • Be confident and comfortable with speaking one-to-one and also to large groups 	E	I/R
<ul style="list-style-type: none"> • Able to relate well to children and young people and enjoy their company, as well as able to develop and establish good relationships with a broad range of people 	E	I/R
<ul style="list-style-type: none"> • An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel 	E	I/R
<ul style="list-style-type: none"> • Able to write high quality articles for our school newsletters and website 	D	I
<ul style="list-style-type: none"> • Excellent oral and written communication skills 	D	I
OTHER ABILITIES AND SKILLS	Essential/ Desirable	
<ul style="list-style-type: none"> • Clear thinker and strategic planner 	D	I/R
<ul style="list-style-type: none"> • Excellent organisation and administration skills 	D	I/R
<ul style="list-style-type: none"> • A good time manager with the ability to prioritise and meet deadlines and able to respond to spontaneous events and work well under pressure 	E	I/R
<ul style="list-style-type: none"> • Be comfortable working in a classroom environment when the role requires it 	D	I/R

• Able to be proactive and positive and to research, initiate, complete and review projects	E	I/R
• Willing to participate in the life of the school and contribute to the extracurricular programme	E	I/R
PERSONAL QUALITIES	Essential/ Desirable	
• A high level of personal and professional integrity and good judgement	E	R
• Sensitivity to the needs and feelings of people regardless of age, religion or belief, sex, race or disability	E	I/R
• To be a role model for pupils and staff through personal and professional conduct	E	S/I/R
• Reliable and able to work on own initiative and as a member of a team	E	I/R
• Able to maintain a sense of proportion and perspective	D	I/R
• Able to be confidential	E	I/R
• A sense of humour	D	I/R
QUALIFICATIONS AND EXPERIENCE	Essential/ Desirable	
• Educated to degree level (desirable in a relevant subject e.g. Pastoral Theology) or other qualification or experience that equips you for a chaplaincy role in the Catholic Church	E	A
• Evidence of relevant training to meet the responsibilities of this post	E	A/S
• Experience of dealing with children/young people	E	A/S/I
• Experience of preparing and leading liturgies	E	R/I
• Experience of catechetical or retreat work	D	A/S/I
• Full clean driving licence	D	A
• Satisfactory Enhanced Disclosure with the Disclosure and Barring Service	E	A
• Skill and confidence in the application of ICT	D	A/S/I

**Source of evidence of fulfilled criteria: Application Form – A; Supporting Statement – S; References – R; Interview - I*

The main purpose of the competencies is to define the standards of behaviour and conduct required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of the school performance/appraisal and development review scheme for all employees.

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> • Communicate effectively face to face, by telephone or written word with a diverse range of people • Make effective use of new technology in communications
Being parent/pupil/colleague focused	<ul style="list-style-type: none"> • Provide excellent service when dealing with parents/pupils/colleagues • Develop and maintain positive working relationships with parents/pupils/colleagues • Contribute to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with other team members • Develop positive working relationships with other teams both within and outside the organisation (e.g “colleagues” in the voluntary sector or health service) • Contribute to the achievement of team goals
Personal Organisation & Effectiveness	<ul style="list-style-type: none"> • Achieve personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> • Take responsibility for the development and learning of self and others
Making the most of Information & Communications Technology	<ul style="list-style-type: none"> • Can operate all technology necessary for the job role