

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Head of Chaplaincy

Closing date: Midday, 1 November 2021

Job Description for Head of Chaplaincy (HoC)

New Hall School is a Catholic school, welcoming all who support its ethos. Our Christian community aims to support, encourage, inspire and empower every individual to realise their potential and to become the person God wants them to be, through prayer and work. The HoC's role is to provide spiritual and pastoral support to the students, staff and parents of the School, bearing witness to the Mission & Ethos Statement and maintaining and enhancing the distinctive Catholic nature of the School.

The HoC reports to the Deputy Principal. They lead the Chaplaincy Team and work closely with the boarding community, leading prayer groups and undertaking Chaplaincy work, which sometimes takes place in early mornings, evenings and at weekends. It is necessary that this is a residential role to allow for the proper performance of the HoC duties.

Responsibilities include:

1. Leadership

- 1.1 together with the Principal and priest Chaplain, to develop a vision for Chaplaincy at New Hall, which is ecumenical and inclusive, whilst being true to the School's Catholic character and which respects the distinctive charism of the founding Religious Community
- 1.2 to help fulfil the School's charitable object: "To promote the Roman Catholic faith through the running of Catholic schools" by ensuring that Chaplaincy provision is of the highest standard
- 1.3 to chair meetings for the Chaplaincy Department, Liturgy Planning Group and Chaplaincy Team and to prepare the agendas and papers for discussion
- 1.4 to provide guidance and Chaplaincy support within the School, in conjunction with the Diocese of Brentwood, other agencies, local priests and church/community links
- 1.5 to help to create a development plan for Chaplaincy, which contributes to the whole School Development Plan; to implement and evaluate this plan
- 1.6 together with the Chaplaincy Team and Communications Department, to assist in the production and circulation of posters, newsletters, and other School publications to parents, Governors, staff and various organisations and community groups
- 1.7 to assist with preparations for the Denominational Inspection

2. Collective worship

- 2.1 to assist with the preparations for Sunday Mass for boarders
- 2.2 to develop suitable resources and materials to enhance the collective worship of the School and to organise the rota for Chapel assembly, providing materials and assistance
- 2.3 to assist with the training of altar servers, readers and Eucharistic ministers
- 2.4 to lead assemblies and prayer groups on a regular basis

3. Faith development and pastoral care of students (aged 4-18)

- 3.1 to inspire students through personal witness to the faith and by leadership of Catholic life
- 3.2 together with the Chaplaincy Team, to take a leading role in the First Holy Communion and Confirmation programme
- 3.3 to track Catholic Scholars' contribution to Catholic life and to encourage their involvement
- 3.4 to organise a rota for Chaplaincy staff to lead prayer for the Boarding Houses

- 3.5 to ensure that there are opportunities for ecumenical prayer
- 3.6 to organise and lead the annual pilgrimage to Lourdes and other pilgrimages
- 3.7 to oversee the planning and delivery of the retreat programme
- 3.8 to contribute to the pastoral welfare of students, in particular those that may feel socially excluded
- 3.9 to take an active role in Chaplaincy societies e.g. Corpus, encouraging participation from students of all faiths and none
- 3.10 to host external speakers for talks and events

4. Chaplaincy sessions

- 4.1 to plan and help to deliver the Chaplaincy sessions for Years 5-8
- 4.2 to contribute to the provision for General RE in the Sixth Form

5. Staffing

- 5.1 to take the lead in motivating and training staff to deliver high quality collective daily worship, to support/facilitate student prayers in tutor time and to help plan student assemblies
- 5.2 to promote amongst staff an understanding and appreciation of the Catholic ethos of the School
- 5.3 to be the line manager for the team of Chaplaincy Assistants
- 5.4 to report any staffing concerns through the appropriate channels
- 5.5 to plan and oversee Chaplaincy-related INSET

6. The wider community

- 6.1 to develop links between the School, the Diocese, parishes, Catholic maintained schools, Catholic independent schools and other faith leaders
- 6.2 to visit New Hall's sponsored primary academy and have input on religious and spiritual provision
- 6.3 to support the New Hall Voluntary Service (NHVS)

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. The candidate must be a practising Catholic for this role. The Equal Opportunities Policy is available on the website.

Person Specification

	Essential	Desirable
Education	Trained as a catechist and knowledgeable about the Catholic faith	Degree in Theology or a related subject CCRS qualification
Experience	Experience of working with young people in a School/parish context	Experience of leadership and management Experience of living and working in a Catholic boarding school
Skills and Aptitudes	Excellent communication, IT, organisational and management skills Ability to communicate the faith to young people in an engaging and inspiring way	
Disposition and personal qualities	Understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in aspects of boarding school life Common sense and initiative Ability to relate effectively to students Ability to motivate others and build teams Flexibility to adjust to change and development	

Salary & Benefits

Salary

A competitive salary will be offered.

Hours of work & holidays

This is a full time, residential role. This will include some evening and weekend work. The HoC must be present for the School Mass on Sundays during term time. The HoC will be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. In addition to their term time responsibilities, the HoC is expected to work 21 days during the School holidays to include pilgrimages, trips, retreats and assistance with holiday camps at New Hall that take place out of term time. All staff are required to attend relevant INSET (staff training) days.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Sports membership

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sport Club, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- Ten tennis courts
- Eight netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- athletics track
- 12 golf practice bays

School fee remission

Staff fee remission is granted in accordance with the provision at the time of commencing employment at New Hall. For SLMT members the provision is as follows: if your child is aged 4-18 and joins New Hall School, there is a reduction of two thirds of the day fees. Please note that there is no staff fee remission for New Hall Nursery/Pre-Reception (ages 1-3).

Places for staff children are subject to space availability and the normal entry assessments. If the acceptance of a job offer is dependent on your child/ren attending New Hall, please contact the admissions team on 01245 467 588 to verify whether there is availability within the year group/s. You will need to complete an application form for fee remission, available from the HR Department. This must be done prior to your child starting the school or the remission will only apply from the following term.

