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| Trinity Multi Academy Trust Job Description | C:\Users\gmitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F7C7607E.tmpC:\Users\gmitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\6348AC15.tmp |



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| **Post Title:** | Chaplaincy Assistant  |
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| **Salary:** | Scale 4 (Points 7-11) |
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| **Core Purpose:** | 1. Tosupport the development of the spiritual provision at Trinity Academy Cathedral and Trinity Academy St.Edward’s.
2. To support the planning and delivery of collective worship.
3. To support the development of the Christian ethos both within the academy and across our wider community.
4. To uphold and champion the multi-academy trust values of Empathy, Honesty, Respect and Responsibility.
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| **Reporting to:** | Chaplain |
| **Liaising with:** | Chaplain, SLT, Diocesan links, local church and community leaders, other relevant staff with cross-academy/school responsibilities, partner primary schools, other academy/school partners.The role will also need to be fulfilled differently and distinctively in each of the schools, and inevitably, the Job Description will need refinement in each context to reflect the contextual needs, culture and particularities. |
| **To work alongside and support the Chaplain in the following areas:** |
| **Spiritual:** | * Coordination of prayers and Collective Worship. Devise/support the weekly themes to draw in staff and Learners during the daily reflection.
* To encourage, mobilise and support any groups interested in faith.
* Work closely with the Humanities Department.
* Maintain the relationship with the Diocese and other faiths and organisations.
* To contribute to the INVOLVE extra-curricular programme by offering faith based groups.
* Make provision for the celebration of different faiths.
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| **Worship:** | * Organise and develop worship that forms an integral part of the school day such as tutor time worship (the 2 minute silence / thought for the day discussion in classes), year group worship and whole school worship.
* The organisation of annual liturgical services.
* Develop partnerships with other School Chaplains and offer mutual support to the Chaplain Network.
* Make connections with other faith leaders in the community.
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| **Community:** | * To co-ordinate and have oversight of charitable projects in our academies.
* To provide appropriate bereavement support to members of the academy community.
* To work with local churches and faith organisations.
* The Assistant Chaplain will be supported to be involved in any SIAMS inspection.
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|  **Other Specific Duties:*** All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.

 * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.

 * To continue personal professional development as required

 * Attend staff and other meetings and participate in staff training and development events as required

 * To actively engage in the performance review process

 * All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee’s current salary

 * To work in the best interests of the Trust, students, parents and staff

 * To adhere to the Trust policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety

 * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role

 * To work at locations across the academy Trust

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

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| **PPERSON SPECIFICATION** |
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| **Job Title: Chaplaincy Assistant** |
| **KEY CRITERIA ESSENTIAL DESIRABLE** |
| **Qualifications & Experience** | * A minimum of 4 GCSEs including English at grade A-C (or equivalent)
* Experience of working with young people.
* Good knowledge and understanding of safeguarding in school and church contexts and appropriate training undertaken.
* Willingness to engage in further training to develop skills and knowledge pertinent to the role.
 | * Innovative use of resources.
* IT experience.
* Possess evidence of theological study.
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| **Knowledge & Understanding** | * To be distinctive and inclusive, to communicate God’s presence by words and actions.
* Prompt and respond to questions of faith.
 | * Different methods of consulting with stakeholders.
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| **Personal Qualities**  | * Must be a practicing Christian, attending a Church that is part of the Churches Together in England group.
* Be confident and resilient in their faith.
* Be a gifted communicator and creative liturgist.
* Can articulate and exemplify the spiritual and moral values of the Academy – Empathy, Honesty, Respect and Responsibility.
* Commands the respect of Learners and staff, regardless of their religious affiliation.
* Possesses an open, rational and intelligent approach to issues of life and faith.
* Be able to demonstrate tact and diplomacy in delicate situations.
 | * Determination to succeed and the highest possible expectations of self and others.
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| **Management** **qualities** | * Be able to work effectively both within the academies and in the community.
* Be able to initiate, lead and manage change.
* Be able to prioritise, plan and organise.
* Be able to set high standards and provide a role model for students and staff.
* Be able to deal sensitively with people and resolve conflicts.
* Seek advice and support when necessary.
 | * Motivate all those involved in the delivery team.
* Liaise effectively with other organisations and agencies.
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| **Communication Skills**  | * Communicates the vision of the academy/school in relation to the development of spirituality and worship.
* Exemplifies sensitivity, integrity and appropriate confidentiality.
* Be able to communicate effectively orally and in writing to a range of audiences.
 | * Develop, maintain and use an effective network of contacts.
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| **Self-Management Skills** | * Prioritises and manages own time effectively.
* Works under pressure and to deadlines.
 | * Achieve challenging professional goals.
* Take responsibility for own professional development.
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