

Job Description

Chaplaincy Apprentice

This role is designed to give you grounding and formation in Lay Chaplaincy. Alongside existing chaplaincy provision you will be responsible for serving the school/trust community of which you will be a key part. You will undertake training with St. Mary's University, for 20% of your working time, alongside support, formation and on-the-job training from the school/trust, parishes and retreat centres. You will work closely with staff and students from both primary and secondary phases, and be responsible for supporting existing chaplaincy provision in those areas. You will have a link manager/mentor, and will not be expected to work independently or in isolation. You may take on individual responsibilities as your training develops, but this will be mutually agreed by your line manager and yourself.

You will be based in one location, supporting a hub of schools, and whilst your work may take you to different locations, you will have an allocated space to do your work.

You will undertake a course of academic instruction alongside your work- with an external end point assessment. Successful completion of this qualification will result in a Certificate of Higher Education as a Children, Young People and Families Practitioner. Time will be allocated to attend lectures and to complete work towards the qualification.

It is a genuine occupational requirement of this post that applicants must be a practicing Catholic.

Responsible to: Line Manager/Mentor

Hours : 37 hours per week, 38 weeks per year (term-time only), plus inset days if required.

Duties and Responsibilities:

- To be involved in the planning, delivery and evaluation of chaplaincy provision
- To work in collaboration with other staff and departments in the delivery of the school/trust mission
- To carry out tasks allocated by your line manager/mentor
- To adhere to the requirements of the safeguarding policies and procedures of the Roman Catholic Church
- To maintain a safe environment in accordance with health and safety and to follow all Trust policies and procedures
- To take part in regular line management and supervision meetings
- To nurture and develop the Catholic Life of the community
- To undertake training development opportunities related to the post as agreed with your line manager/mentor
- To engage with local and national Catholic events and networks
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.