



SOLIHULL

JOB DESCRIPTION: Chaplain & Teacher

Responsible to: The Headmaster and the Head of Department

Primary Responsibility: Responsible for worship, prayer and chapel services, and undertaking a key role as a member of the pastoral team.

To perform "the duties of a school teacher" as outlined in the teaching staff contract and in accordance with the aims of the school.

The Post

All teachers at Solihull are required to support the school's aims and play a full part in the academic, pastoral and co-curricular aspects of school life.

Specific Duties and Responsibilities:

Chaplain

- Responsible for daily school worship, prayer, assemblies and chapel services, including Sunday and other services, for example, Easter, Remembrance, Christmas (Midnight Mass) and valedictory services for leavers;
- Work closely with musicians and the choir;
- Provision of Alpha and Emmaus courses and other Chaplaincy initiatives;
- Support all members of the school community, notably at times of pastoral or spiritual need, including baptism, confirmation preparation, weddings, wedding blessings, care of the sick etc;
- Maintain, review and develop links with the Solihull Parish;
- Play a key role in pastoral care of the wider school community, including former pupils and their families and those who choose to make the school chapel their parish church;
- Undertake any other reasonable duties and responsibilities as may be required by the Headmaster and Senior Leadership Team;
- Ministering with the Bishop and clergy of the Birmingham Diocese under his license.

Teaching

- To uphold at all times the teaching standards;
- To reflect and develop your knowledge and practice in an ongoing fashion;
- To take on board whole school initiatives and apply them effectively (e.g. Novus, SEND, use of technology etc);
- To carry out, with commitment and care, all roles of a classroom teacher as laid out by the Head of Department and other academic leads.

Pastoral Care

- To safeguard children to the best of your ability;
- To develop warm and respectful relationships with all pupils under your care and provide effective and appropriate support in line with the expectations of the school;
- To carry out, with commitment and care, all roles of a form tutor as laid out by pastoral leads;

Wider School Involvement

- To represent the school well at all appropriate events;
- To interact with parents in an appropriate, timely and reasonable fashion;
- To make a significant contribution to the co-curricular life of the school;
- To make an ongoing contribution to the wider professional life of the school; for example, by taking roles in the department, becoming involved in the common room, sharing practice with other members of the community, mentoring etc.

General

- Promote the welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Treat all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for your own professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

The Job Description is subject to:

- Other reasonable requests by negotiation with the School Leadership Team
- Annual review.

PERSON SPECIFICATION: CHAPLAIN & TEACHER

| | Essential | Desirable |
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| Qualifications | Anglican Priest Educated to degree level in relevant subject | Qualified teacher |
| Experience | | Experience of subject teaching Experience of leading or assisting in a co-curricular area of school life Evidence of ensuring significant pupil progress Experience of using technology effectively to encourage learning Experience of working in a school environment |
| Knowledge | High level of subject knowledge Good working knowledge of Microsoft Office including Outlook, Word and Excel | Knowledge of management information systems Knowledge of Teams |

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| <p>Personal competencies and skills</p> | <p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Suitable to work with children</p> <p>Excellent interpersonal skills</p> <p>Humour</p> <p>Ability to reflect upon and improve own practice</p> <p>Ability to build excellent working relationships with pupils, colleagues, parents and other stakeholders</p> <p>Ability to mentor and develop pupils</p> <p>Excellent behavioural management skills</p> <p>Ability to handle concerns or complaints in a calm and effective manner.</p> <p>Creative and willing to try new ideas</p> <p>Able to meet children's different needs</p> <p>Well organised and able to meet deadlines.</p> <p>Excellent attention to detail</p> <p>Ability to work under pressure, organise and prioritise workload</p> <p>The capacity to remain calm and cope with unexpected issues</p> <p>Ability to use own initiative, work without supervision and problem solve</p> <p>Highly professional manner</p> <p>Excellent written and oral communication skills</p> <p>Ability to deal with confidential information with discretion</p> <p>Ability to use careful judgement, tact and diplomacy</p> <p>Flexible attitude with ability to work outside of core school hours with notice</p> | |
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