**Job Description**

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| **Post:** | **College Chaplain** |
| **Salary/Grade:** |  |
| **Responsible to:** | **Assistant Principal** |
| **Main purpose of the post:** | **To lead the work of the college’s chaplaincy service, providing a service to people of all faiths and none.**  **To ensure provide a spiritual dimension to the life of the College through practical support of students and staff.** |

**Main Duties:**

**Operational, Strategic Planning and Quality**

To lead the work of the college’s chaplaincy service.

To ensure high standards of service to students and staff, and reporting through an annual self-assessment report and action plan in line with the College’s strategic planning and quality assurance procedures.

To lead the planning, development and delivery of the college’s chaplaincy services.

To liaise with SLT on all aspects of provision in the area and to be an active and committed member of the College, engaging fully in all aspects of college life.

Participate in the College’s Appraisal system and have regular review meetings with your line manager.

Participate in continual professional development as required.

**The College Community: students, staff and curriculum.**

To liaise with external agencies, faith groups and community groups to enrich the offer of chaplaincy services in the college.

To support the work of the Student Council and to support diverse student voice contributing to Student Council events.

To provide religious or spiritual guidance or identify support from the community where appropriate.

To contribute to student learning experiences and pastoral support for example taking students to visit places of workshop or visiting students in class to talk about faith or supporting students to access services around hardship.

To act as a resource for curriculum staff who wish to include religious, moral, ethical matters of faith and belief into their teaching for example Fair Trade, Women in Ministry, life rituals, rites of passage.

To lead members of the college community at times of local and national events for example Remembrance Day, Trans Day of Remembrance and memorial events.

To compile appropriate multi faith liturgy for services as required.

To establish student groups according to interest for example Hindu Forum and Christian Union.

To effectively manage the chaplaincy space to provide opportunities for multi faith worship for example Jummah prayer and Christian worship.

To represent the college at local interfaith events.

To run spiritual and faith-based activities as part of the college’s enrichment offer and promote other activities that support all round wellbeing.

To provide confidential and non-judgemental advice and/or support and a listening ear for people going through difficult times.

To lead acts of worship and other appropriate events for the whole college community for example ‘Experience Easter’ and communion services.

**Safeguarding**

Commit to safeguarding and protecting the welfare of children and young people and vulnerable adults by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

**Discipline**

Take responsibility for promoting good standards of behaviour and conduct in students across the department by implementing and monitoring and reporting breaches of the Student Conduct, Behaviour and Entitlement Policy.

**Support for Students**

Work collaboratively with the senior tutor team, departments and inclusive learning, contributing to meeting the support needs of students, enabling them to meet their potential. For example, food pantry, free and sustainable sanitary products.

To create a purposeful, positive and supportive environment, sensitive to equal opportunity, individual needs and health and safety issues

**Student Involvement**

Respond to student voice by adapting approaches to chaplaincy services as agreed

Involve students in decision making and leadership of college chaplaincy services

**Equality and Diversity**

Create a purposeful, positive and supportive environment, sensitive to equality, diversity and inclusion.

**Management Information and Administration and Resources**

Ensure all data usage and storage complies with the College’s GDPR policy.

Make effective use of resources

**Communications**

Attend College events, briefings and meetings as part of the College schedule.

Use the College’s systems, policies and procedures to communicate issues as required.

Use the College student tracking system to flag student concerns and commendations.

Work collaboratively with wider college teams in the best interest of students.

Meet regularly with other chaplains to share resources and practice, offer and receive mutual support.

**Marketing and Liaison**

Contribute to the marketing and promotional activities of the College and the department.

**Other**

Contribute to the College mission and ethos and support the aims and objectives of the College.

Follow and comply with the College’s policies and procedures and take responsibility for the duty of care across the department in terms of Health & Safety.

Undertake any other duties of an equal nature as assigned by the Centre Principal or her designated alternate.