

# Person Specification – Secondary School Chaplain

## Secondary School Chaplain

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the parish and Diocese	A/I/R
	E5	Leading school prayer and liturgy	A/I
QUALIFICATIONS	E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	A/CC
EXPERIENCE AND KNOWLEDGE	E7	Experience of chaplaincy work or equivalent	A/I/R
	E8	Experience of working as a Catechist	A/I/R
	E9	Experience of leading prayer and liturgy	A/I/R
	E10	Knowledge of church traditions, practices and rituals	A/I/R
	E11	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E12	Ability to communicate effectively to a range of audiences and in a range of media	A/I/R
	E13	Ability to build and maintain effective relationships	A/I/R
	E14	Ability to prioritise, plan and organize themselves and their work	A/I/R
	E15	Ability to develop effective teamwork	A/I/R
	E16	Ability to work on their own and as part of a team	A/I/R
	E17	Personal enthusiasm and commitment	A/I/R
	E18	An understanding of the role of the secondary school chaplain	A/I/R
PROFESSIONAL ATTRIBUTES	E19	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I

<b>CONFIDENTIAL REFERENCES AND REPORTS</b>	E20	A positive and supportive written faith reference from a priest where the applicant regularly worships	A/I
	E21	A positive recommendation from current employer	A/I
	E22	A second professional reference	A/I
<b>APPLICATION FORM AND SUPPORTING STATEMENT</b>	E23	The form must be fully completed and legible	A
	E24	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

<b>Desirable Criteria</b>	<b>Criterion No.</b>	<b>Attribute</b>	<b>Stage Identified</b>
<b>FAITH COMMITMENT</b>	D1	Involvement in parish community	A/I
<b>QUALIFICATIONS</b>	D2	Degree	A/CC
	D3	Professional development or training undertaken in preparation for chaplain in a Catholic School	A/CC
	D4	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
<b>EXPERIENCE AND KNOWLEDGE</b>	D5	Experience of working in a secondary school	A/I/R

<b>KEY – STAGE IDENTIFIED</b>	
<b>A</b>	Application Form
<b>I</b>	Interview
<b>R</b>	References
<b>CC</b>	Checking Certificates



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