

## ST PETER'S SCHOOL – BOURNEMOUTH

### Job Description

#### Assistant Chaplain

Post Holder

Salary Grade                      Unqualified Teacher 1

Contracted Hours                0.6 FTE

#### KEY ROLE AND RESPONSIBILITIES

The role of the Assistant Chaplain is to:-

- seek ways of helping to nurture and develop pupils' Christian faith through school activities and through optional activities such as attendance at Christian events, festivals and holidays outside school
- contribute to the vision, implementation and review of the St Peter's School ethos.
- play a supporting role in organising acts of Christian worship, establishing the ethos of St Peter's

#### MAIN DUTIES

Reporting to the School Chaplain and through him/her to the Headteacher, the Assistant Chaplain will:-

- Organise and run prayer groups
- Support those students and staff who wish to develop their Christian faith
- Provide nurture and pastoral care for the students, staff and families, supported by the School Chaplain
- Be a listening ear to those students who would welcome their involvement
- Facilitate class masses
- Prepare liturgies and assemblies
- Organise the sacrament of reconciliation within school
- Organise pilgrimages and retreat days
- Work with, and support the School Chaplain and other Assistant Chaplain across the whole school to encourage and promote the spirituality of the school

#### SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

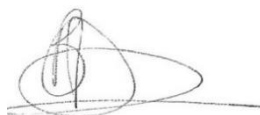
The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, School Chaplain or designated deputy.

**Safeguarding at St Peter's School is everyone's responsibility regardless of position or role.**

Signed

Post Holder      Date



Signed

Headteacher      Date      23.5.25

Agreed: May 2025

Review: