



## CHRISTIAN YOUTH MINISTRIES

### JOB DESCRIPTION

#### 6<sup>th</sup> FORM CENTRE CHAPLAIN

<b>Title:</b>	6 <sup>th</sup> Form Chaplain
<b>Employed by:</b>	Christian Youth Ministries Ltd. (CYM)
<b>Responsible to:</b>	The Director (CYM)
<b>Work base:</b>	ONE 6 <sup>th</sup> Form Centre, Ipswich
<b>Hours:</b>	15 hours per week, term-time only 8 am – 4 pm, days negotiable with school
<b>Salary:</b>	£23,500 per annum FTE      £8,455.00 per annum Pro Rata (term time 41 weeks)

*This post is initially for one academic year, with the potential to extend the contract.*

#### AIMS

As we continue to develop our successful School Chaplaincy work, we are looking to appoint a schools' specialist worker to work within our Chaplaincy team. This particular role will be based part-time in a local 6<sup>th</sup> Form setting.

The successful applicant will be implementing and developing this role in partnership with the pastoral management team within the school and building on the firm foundations already in place.

#### MAIN DUTIES AND RESPONSIBILITIES

- ✦ Work in partnership with the high school management and pastoral care team to develop a spiritual and pastoral support service for students and staff.
- ✦ Oversight of Compass Mentoring provision within the school, including management of volunteer mentors.
- ✦ To be alert, aware and available when pastoral needs of a student become apparent.
- ✦ To be available to staff and other members of the school community seeking pastoral support.
- ✦ To be available to contribute to the spiritual aspect of the school community and curriculum.
- ✦ To contribute to the wider perspective during PSHE, Science or other lessons as appropriate or required.
- ✦ Organise and run voluntary student groups such a Christian Union or interest groups.
- ✦ Work in partnership with the local church youth worker(s) and build on existing links to the local church.

- ✦ Consider creating a space for reflection for students and staff.
- ✦ To raise awareness of community, within the school and further afield.
- ✦ To support charity fundraising in school and co-ordinate a whole school approach.
- ✦ To support at key transition points across the high school.
- ✦ To be a presence at social times.
- ✦ To work within the vision and values that CYM has in place, where 'presence' in the school is a key expectation of our work.

### **ASSOCIATED DUTIES**

- ✦ To attend CYM team meetings with the other paid staff and to contribute to prayer, discussion and planning concerning the work as a whole.
- ✦ To help communicate the vision of CYM by contributing to promotional events and occasional work in the local churches.
- ✦ To participate and assist with other aspects of CYM's work, as required from time to time by the Director.
- ✦ To assist with planning and delivery of residential youth weekends.

### **SUPERVISION AND SUPPORT**

The following supervision and support will be provided:

- ✦ The post-holder will report directly to CYM's Lead Chaplain and meet at regular intervals.
- ✦ The post-holder will have a nominated line manager within the school and meet regularly with that line manager.
- ✦ A consultation / review / appraisal meeting will be held at twelve monthly intervals. The post will be subject to an initial 6 month probationary period.
- ✦ A termly review will be held in the school with both line managers.
- ✦ Expenses will be available in accordance with the rates for staff workers.
- ✦ All Chaplains have access to a monthly group supervision session.
- ✦ All members of staff are encouraged to have a mentor, who they can meet during working hours.

### **EMPLOYMENT**

This is a part-time post on a term time contract. It is initially a contract for one academic year, with the potential to extend further.

The normal working week will average 15 hours. The school expectation is to work from 8:00 am – 4:00 pm, including a 30 minute lunch break. The post-holder will be based at the school but have access to the CYM offices as well.

The contract offered will pay a monthly salary, but this will be worked out based on a 41 week contract. This will allow time for CYM Staff Meetings and Staff retreat time/reflection days.

*Detailed Terms and Conditions of Employment will be issued separately.*