



## Person Specification – Lead Lay Chaplain

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source:</b> A – Application I – Interview D - Documents R – References P - Presentation
Further Education Qualifications	<b>Y</b>		<b>A, D</b>
Able to demonstrate an active interest in their continuing professional development during their time as Lay Chaplain		<b>Y</b>	<b>A, I, D</b>
Church specific qualification (e.g. CCRS, Bishop’s Certificate etc)		<b>Y</b>	<b>A, D</b>

<b>B Experience of Lay Chaplaincy</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Have held the role of Chaplain for a minimum of 2 years		<b>Y</b>	<b>A, R</b>
Leadership experience		<b>Y</b>	<b>A, I, R</b>
To have experience of providing Lay Chaplaincy to both primary and secondary schools		<b>Y</b>	<b>A, I, R</b>
Experience of working at a Diocesan level		<b>Y</b>	<b>A, I, R</b>
Experience of delivering training to staff and pupils		<b>Y</b>	<b>A, I, P</b>
Experience of preparing for Diocesan Canonical Inspections within schools	<b>Y</b>		<b>A, I</b>
Experience of working with and supporting a school Governing Body		<b>Y</b>	<b>A, I, R</b>

<b>C Professional Knowledge and Understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Have a good knowledge of the Church’s Liturgical year, its traditions and practices	<b>Y</b>		<b>A, I, P</b>
Have an understanding and experience of delivering the Faith in Action Award		<b>Y</b>	<b>A, I</b>
Have a good knowledge of the Diocesan Canonical Inspection requirements for schools	<b>Y</b>		<b>A, I</b>
Have a vision for the development of Lay Chaplaincy across the Trust	<b>Y</b>		<b>A, I, P</b>
Knowledge of external agencies connected with the life of the school	<b>Y</b>		<b>A, I, P</b>
Understanding of Diocesan structures and commissions		<b>Y</b>	<b>A, I, P</b>
Knowledge of outstanding Collective Worship practice	<b>Y</b>		<b>A, I, P</b>
Knowledge of what constitutes outstanding Catholic Life in schools	<b>Y</b>		<b>A, I, P</b>





<b>D Professional Competencies</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Full valid Driving Licence	Y		<b>A</b>
Confidence in planning and leading liturgical celebrations	Y		<b>A, I, P</b>
Be competent in the use of ICT	Y		<b>A, I</b>
Confidence to plan and lead relevant training for staff and pupils	<b>Y</b>		<b>A, I, P</b>
Effective communication and public speaking skills	Y		<b>I, P</b>
Coaching and mentoring skills		<b>Y</b>	<b>A, I</b>

<b>E Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
A practising Catholic	<b>Y</b>		<b>A, I, R</b>
Command credibility and respect from members of school communities	<b>Y</b>		<b>I, R</b>
Emotional resilience	<b>Y</b>		<b>I, R</b>
The ability to self-evaluate and reflect	<b>Y</b>		<b>I, R</b>
Able to adapt to changing circumstances and new ideas	<b>Y</b>		<b>I, R</b>
An inspiring role model for staff and pupils—for present and future Catholic leaders of education	<b>Y</b>		<b>I, R, P</b>
Empathy with children	<b>Y</b>		<b>I, R</b>

<b>F Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation	<b>Y</b>		<b>A, I, R</b>