



## **CHRISTIAN YOUTH MINISTRIES**

### **JOB DESCRIPTION**

#### **PRIMARY SCHOOL CHAPLAIN (MATERNITY COVER)**

<b>Title:</b>	Primary School Chaplain (Maternity Cover)
<b>Employed by:</b>	Christian Youth Ministries Ltd. (CYM)
<b>Responsible to:</b>	Director of School Chaplaincy
<b>Work base:</b>	St. Matthew's Primary School, Ipswich
<b>Hours:</b>	15 hours per week, term-time only Days and hours to be agreed with the school
<b>Salary:</b>	FTE Salary: £26,002.50 per annum Actual Salary: £9,363.50 per annum Pro Rata (term time 41 weeks)

***This post is temporary, commencing in September 2024 through until the end of July 2025, with the possibility of extension. (Maternity cover).***

#### **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 role will be based part-time exclusively supporting St. Matthew's Primary School.

The successful applicant will be developing this role in partnership with the pastoral and management team within the school.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- ✦ Work in partnership with the school management and pastoral care team to develop a spiritual and pastoral support service for students and staff.
- ✦ Offer 1:1 mentoring provision within the school, including management of volunteer mentors, using the 'TLG' early intervention model.
- ✦ Offer small group work for students, where appropriate.
- ✦ 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, RS or other lessons as appropriate or required.
- ✦ Offer voluntary staff groups such as 'Alpha' where appropriate.
- ✦ Work in partnership with the local church youth worker(s) and build on existing links to the local church.

- ✦ To raise awareness of community, within the school(s) and further afield.
- ✦ To support at key transition points across the school.
- ✦ To be a visible and meaningful presence at social times.
- ✦ Create opportunities for activities such as 'Prayer Space' to take place.
- ✦ To work within the vision and values that CYM has in place, where 'presence' in the academy 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 CEO.

### **SUPERVISION AND SUPPORT**

The following supervision and support will be provided:

- ✦ The post-holder will report directly to CYM's Director of School Chaplaincy and meet at regular intervals.
- ✦ The post-holder will have a nominated line manager within the school and meet regularly with that line manager.
- ✦ The post will be subject to an initial 3-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 members of staff are encouraged to have a mentor, who they can meet during working hours.
- ✦ Termly 1:1 supervision with a qualified counsellor is available.
- ✦ All Chaplains have access to CYM team gatherings (after school) every term and termly team days, during school half-term holidays.

### **EMPLOYMENT**

This is a part-time post on a term-time contract, commencing in September 2024. It is a maternity cover, and therefore offered until the end of July 2025, but there may be the possibility for extension.

The normal working week will average 15 hours. The working hours and days can be negotiated with the school before the post commences. The post-holder will be based within the school but have access to the CYM office at Vauxhall Farm.

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.

The successful applicant will be expected to be fully committed to CYM's Christian ethos and as the post is subject to a 'genuine occupational requirement' will need to personally demonstrate a commitment to the Christian faith.

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