



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

## **JOB DESCRIPTION**

### **Graduate Assistant/Gap Year Student - Chaplaincy**

#### **General**

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- To be accountable to the Chaplain and to perform such duties as they may reasonably direct.

#### **Primary responsibilities**

- Support the School Chaplain, and the whole school community, in promoting the School's mission and Catholic ethos.
- Be an enthusiastic role model who embodies our School's charism: 'To Serve the Lord Joyfully and Wholeheartedly.'
- To behave in a manner that is both professional and friendly with pupils, colleagues, parents, local clergy and outside organisations.
- Work cooperatively as part of the wider Chaplaincy Team and school staff.
- Prepare and assist in delivering prayer, Assemblies, pupil Retreat Days and co-curricular clubs.
- Support annual school events such as the Advent Carol Service, Lenten Charity Week, Masses, and occasional school trips.
- Be able to use ICT in an effective and organised manner.
- To take part in further training courses where the opportunity permits.

#### **Other School responsibilities**

- Work with initiative within a given framework.
- Take an active and supportive role in the pastoral care of the children. Report any problems or concerns to the Designated Safeguarding Lead or class teacher.
- Attending INSET for professional development.
- Assist with Chaplaincy displays and Chaplaincy articles and social media posts.