



CHENGelo SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: Chaplain

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

The Chaplain is a key pastoral figure in the school in promoting Christian values and leading the spiritual development of students and staff in line with the Chengelo vision and ethos. The role of the Chaplain is to oversee and lead on matters related to the spiritual health of the Primary and Secondary school and actively seek to create new ways of enriching the School's Christian life in response to the needs of the community.

ACCOUNTABLE TO: The Chaplain is responsible to the Principal in all matters of strategic development of spiritual awareness at Chengelo, academic teaching and extracurricular involvement.

WORKING RELATIONSHIPS:

- The Chaplain forms part of the middle management pastoral team and works alongside it to provide the best care possible for our young people. S/he will be expected to attend Pastoral Head meetings as and when necessary.
- The Chaplain is expected to work closely with the Head of Secondary and Primary and their deputies to establish priorities in providing programmes and counselling processes that meet the needs of the students. Although not required to attend Senior Management meetings the chaplain will provide input via the relevant Head and attend when requested to do so.
- The Chaplain will also need to liaise regularly with the Pastors of North Church regarding events across the community such as baptism etc.

1. Spiritual growth

- Understand the varying needs of our young people and respond to their changing needs and circumstances.
- Plan and deliver a whole school strategic approach to ensure spiritual growth in the lives of the students through programmes and personal relationships.
- Plan the yearly and termly schedule of the various student school-based spiritual programmes and choose content and structure to meet the students' needs.
- Programmes include: Rock Solid, Hostel church, King's Kids, Fusion; Discipleship Groups; Assemblies; Christians in Action; student prayer meetings and the National Day of Prayer, baptism planning, Whole school church services and individual devotional times and other school based spiritual programmes.
- Oversee the weekly organisation of the school-based spiritual programmes (speakers, band, sound desk etc).
- Deliver assemblies according to the assembly rota
- Train, empower and develop students to serve and lead using their gifts.

2. Pastoral care

- Meet with students (individually or in small groups) with particular needs (including when in clinic) to offer a listening ear, wise counsel, prayer and support.
- Keep a record of meaningful notes that can be easily referred to should the need arise.
- Liaise with other staff (teachers, tutors, house parents, Pastoral Heads, clinic, SMT, SLT etc) and parents regarding caring for students as necessary.
- Work alongside the child protection team as and when necessary, ensuring policies and practices are followed and contribute to report write ups, outcomes and items for action.

3. Staff and workers

- Organise the break time devotion rota and staff and worker prayer meetings and enthuse the community to dedicate themselves to prayer.
- Come alongside all staff to encourage, pray, correct etc; be an example to all in work, relationships and conduct.
- Coordinate the counselling team and ensure the school's counselling provision meets the needs of the students.
- Train and coordinate staff to counsel and help deliver school based spiritual programmes and meaningful pastoral care.
- Train, empower and develop staff to serve and lead using their gifts.

4. Teaching and Learning and Enrichment

- Teach all Form 1 RST.
- Head up one year group PSME material (currently Form 4).
- Lead a weekly enrichment programme
- Provide some recreation opportunities for staff to promote wellbeing and community life.

5. Infrastructure and resources

- Ensure the spaces and resources used to deliver the various school based spiritual programmes are in good order and fit for purpose
- Prepare or source digital and paper resources that complement and enhance the delivery of the aforementioned spiritual programmes.
- Develop a catalogue of programme outlines and materials that can be easily accessed and referenced.

6. External relations

- Keep in touch with leavers to continue support as necessary (find churches, support etc).
- Head up staff and pupil engagement in the wider community (churches, Kapanda) etc.
- Head up Africa Day community involvement.
- Liaise regularly with the pastors of North Church.
- Liaise with external counselling provision providers as necessary.
- Link with national and international like-minded groups for student and staff support both in and out of school.

7. General

- The Chaplain may be called upon to undertake supervision such as invigilation or duties but only proportionate to their reduced teaching load and when the need arises and only as agreed by the Principal. The Chaplain is not expected to do duties on a regular basis other than one week of holiday cover per year.

- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

REVIEW AND AMENDMENTS

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.