



Job Description

Job Title:	Trust Chaplain	Department/Group:	Pastoral
Level/Salary Range:	£34,776.60 pro rata	Reporting to:	CEO Canon Jill Pilling
Contract term:	37 hours	Weeks per annum:	Term time only, plus up to 5 days

Safer Recruitment Statement

The Archbishop Temple Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision statement

Our Trust prides itself on its professionalism and the ability to put the needs of learners, families and staff first. We ensure that pupils are challenged so that they reach the highest expectations, but they do so in a nurturing and caring environment. Our schools and Trust fully understand our learners and their needs, and this is at the centre of all that we do. We find the talents of our pupils and staff and ensure that they have an opportunity to develop that talent so that they can be the best and exceed all possible expectations. Our Trust is committed to improving the life chances of all children. We aim to develop a family of outstanding academies where world-class leaders and teachers put children at the heart of all they do. Archbishop Temple Multi Academy Trust is founded in the values of Faith, Hope and Love firmly rooted in the Christian faith, working together with God.

Each of our academies is recognised for its own distinctive and inclusive Christian ethos demonstrating its unique Christian character under its own theologically rooted, contextually appropriate vision by providing an inspirational and holistic education which enables all to flourish.

"And we know that all things work together for good to them that love God, to them who are called according to his purpose."

Romans 8 v 28

We achieve this by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child

We can offer you:

- Warm and welcoming schools with a very supportive Christian ethos.
- Supportive Trustees and Governors that are committed to school improvement and who will work with you to achieve your goals.
- Dedicated and talented staff who are keen to build on high standards.
- Supportive parents and an active local communities.
- A commitment to continuing professional development.
- Inclusive schools with happy children who enjoy learning.
- A paid well-being day every year
- A budget of up to 2k per school
- Access to a spiritual advisor
- Office base and technology

All staff employed by the Archbishop Temple Trust are required to

- Uphold and promote the Trust's vision
- Uphold and promote the Christian ethos of all schools in the Trust
- Support and contribute to the achievement of all pupils academically and pastorally
- Support and contribute to the Trust's responsibility for safeguarding all pupils
- Undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; upholding our Trust professional behaviours of compassion, integrity, honesty, kindness and resilience.
- Share best practice, expertise and skills with others

Main Objectives of Role

- To be our Trust chaplain – and therefore to share with us the love of God in Christ for each member of the school;
- To support our schools in collective worship planning and at times deliver worship with children;
- To contribute to the provision of a pastoral presence within our school communities;
- To link our churches together and more widely with the churches in Bolton and further afield;
- To support the spiritual and personal development of each person in our schools.

Job Description

Specific duties:

Liturgy, worship and children's leadership groups:

- To support Headteachers and leadership teams in planning collective worship and at times deliver worship;
- To support Wiggle Worship, Lift Off transition in EYFS and transition work in Y6 in preparation for secondary school.
- To develop an offer of Holy Communion for staff and where appropriate children through engagement with local clergy
- To support the CEO in planning and delivery of all major services such as the annual Trust service at Bolton Parish, individual school services such as Christmas Carol services, Services of Celebration, Remembrance service, etc.
- Arrange, plan and deliver the Trust Month of Prayer work
- Develop and overview of Ethos groups, Shades groups, Worship groups in all schools
- Support staff in each school to plan and deliver work relation to Ethos groups, Shades groups and Worship groups
- Work with the Music subject leads to develop singing and music in our worship;
- Encourage pupils to take part in and to take ownership for worship in their schools and year groups and where appropriate support children delivering worship as part of a Sunday service;
- Support Headteachers and senior leaders to monitor and evaluate worship to ensure that it is consistently valuable to all staff and pupils;
- To carry out Trust training days for Children's Chaplains and support their work in their own schools.
- To support the Places project and diocesan initiatives

Support school learning mentors and pastoral leads

- Work within the pastoral team of the school and assist staff in dealing with pastoral issues with pupils and families;
- Develop links as part of the pastoral team, with parents, carers and other agencies;

- Support and encourage children in their faith and discipleship path;
- Support children in raising awareness on injustice in the world and courageous advocacy

Outreach:

As the leader of our links to the wider Church community, the Chaplain should:

- Develop links with our feeder churches including presiding at occasional church services at weekends and out of term time;
- Build strong links with local church leaders of the various denominations, who are in fellowship with “Churches Together” or who share the same statement of the basis of faith as “Churches Together”;
- Co-ordinate and oversee outside churches leading provision at lunchtimes.

General school duties:

As a key member of the Trust team, the Chaplain should:

- Support the teaching of Religious Education and other subjects in the school, particularly in terms of Christian values;
- Attend meetings of the Senior Leadership Team when appropriate, to advise, support and be a “critical friend”;
- Assist in the induction of new staff in the duties and expectations of employees working in a Church school;
- Advise on the spiritual and moral growth of our children;
- Be present at and lead in prayer as appropriate;
- Report on chaplaincy and worship to the Local Governor Boards and to full Trust Board;

The post holder may reasonably be expected to undertake other duties during the course of the working week. These will be authorised by the CEO. Such duties will be commensurate with the level of this post and will be suited to the skills and abilities of the post holder. The main duties of this post may be reviewed in the light of experience and development in the post. The post holder will have an Appraisal as part of the Trust’s annual process.

All Staff employed by the Archbishop Temple Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Uphold our Trust professional behaviours of compassion, integrity, honesty, kindness and resilience.
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the CEO to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities.

Last Updated:

June 2025