



Formation Co-Ordinator: Job Description

Reporting to: Headteacher

Responsible for: To take a lead in the faith & spiritual development, worship, and pastoral care of The John Fisher School (students, staff and parents/carers).

Key Responsibilities

- All aspects of Morning Prayer.
- Working in collaboration with the Pastoral team to support the emotional and spiritual wellbeing of students, their families and staff members.
- Being fully involved in the denominational inspection and ensuring best practice.

Leading High Quality Morning Prayer

- Leading and arranging innovative and appropriate collective worship, including student involvement.
- Leading and arranging Mass, Benediction and Confessions.
- Leading and arranging Communion in school.
- Leading and arranging special events e.g., prayer spaces in the Chapel.
- Preparing resources for use for Form worship.
- Supporting all those leading collective acts of worship and tutor groups.
- Leading and arranging Staff Reflection.
- Filming and utilising appropriate media to enable meaningful and creative worship when gatherings are not possible, for example, via Zoom.
- Working with students to develop their leadership of worship through coaching and mentoring.
- Sustaining good links with feeder schools where appropriate and in partnership with clergy in whose parishes where these schools are located.
- Being a custodian of the Chapel.

Nurturing young Catholic gentlemen

Aspiring for Academic, Cultural & Sporting Excellence



Leading Faith & Spiritual Development

- Helping the school further embed its Vision and Christian Ethos in all that it does.
- Communicating with all stakeholders e.g., through the termly Newsletter.
- Contributing to the school's charity programme.
- Leading on national opportunities for spiritual development through working with the Catholic Church programmes.
- Engaging with the local community through existing and new projects.
- Making provision for students from different faith groups.
- Being a Christian 'presence' amongst the staff of the school and building trust and a 'listening ear' with staff, students and parents/carers.
- Providing mentoring support to identified students as part of the pastoral intervention provision.
- Working closely with bereaved students, staff, and their families.