



Sacred Heart RC Primary School

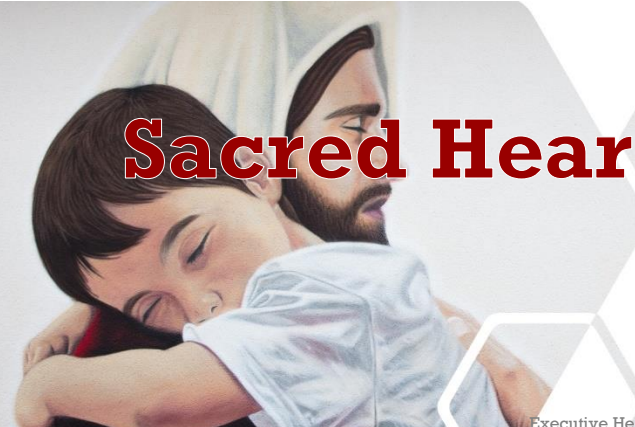
WESTHOUGHTON BL5 3NA

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Recruitment of school chaplain

JUNE 2024



Sacred Heart RC Primary School

WESTHOUGHTON

www.sacred-heart.bolton.sch.uk

office@sacred-heart.bolton.sch.uk

01942 634681

Executive Headteacher: Mr M Johnson | Teach Heart Alliance Director: Mrs B Furey | Deputy Headteacher: Mrs S Bridge

Required for September 2024: School Lay Chaplain

Grade F (SCP 17 £28,770 – 23 £32,076 FTE)

Initial 12 month fixed term 0.6 contract, negotiable.

Term Time + 5 days

The Governing Board of our successful Catholic school wish to appoint a School Lay Chaplain to support the Headteacher and mission team in leading and inspiring our community in Catholic life and mission, prayer and liturgy.

This is a critically important appointment for our school. If successful you will work with our school community to ensure the Catholic ethos of the school is maintained and spiritual values safeguarded, ensuring that Liturgical celebrations are promoted, pupil faith leadership prioritised, and links are further enhanced between the school, parish, home and other local faith and community groups as part of our annual plan of provision.

The successful candidate will:



Be a practicing Catholic with a sensitive understanding of young people and the ability to be a credible witness to a life of faith.



Be committed to creating a caring environment that promotes academic, creative and personal achievement, alongside spiritual, moral, social and cultural development.



Have high expectations of themselves, colleagues and pupils and the energy and determination to make a difference.

In return, Sacred Heart offers:



Wonderful children, who are keen to engage with creative and liturgical prayer experiences.



Hard working and committed staff who form our mission team.



Insightful, forward-thinking and supportive governors.



An environment shaped by the best pastoral care where every child's future matters.

If you share our values and want to be part of an enthusiastic and dedicated team, committed to ensuring that pupils fulfil their potential, then we would love to hear from you.

Further information and an application pack are available to download from the school website:

www.sacred-heart.bolton.sch.uk

Please return completed 'CES Lay Chaplain' applications to: office@sacred-heart.bolton.sch.uk

If you would like to speak to Mr Johnson, Headteacher, to discuss the post or arrange an informal visit please contact the school on 01942 634683.

Closing Date: 1 July 2024, 12noon. Proposed Interview Date: 5 July 2024.

This post is subject to an enhanced disclosure with the DBS. Sacred Heart RC Primary School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people.

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Job Description

Job Title	School Lay Chaplain (0.6)
Grade	Grade F (SCP 17 £28,770 to SCP 23 £32,076 FTE)
Primary Purpose of Job	To support the whole school in planning, implementation and review of the annual plan of provision linked to the Prayer & Liturgy Directory (CES, 2023) CES National Standards for School Chaplains CES School Chaplain Job Description - primary
Reporting To	Headteacher

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school/board of academy directors under the terms of the Catholic Education Service contract signed with the governors/directors as employers and should be endorsed by the Bishop or his representative. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Diocese acknowledge the importance of the role of the chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplain" refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. He/she will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.

Main Duties

1. The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship

The Chaplain should:

- be a practising Catholic in full communion with the Church;
- set a good example to all members of the school community in terms of living a Christian life by:
 - i. being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve;*
 - ii. speaking of their own faith and relationship with Christ;*
 - iii. living a life which exemplifies Gospel values;*

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- *iv. treating all members of the community with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the chaplain's professional position;*
- *v. showing tolerance of and respect for the rights of others;*
- *vi. demonstrating a commitment to Catholic Moral and Social Teaching.*

2 **The Chaplain as pastor**

- To be visible and approachable
- To be available for pupils, parents and staff. This may be by formal appointment or by being available informally
- To work with Class teachers in supporting individuals and groups of pupils as appropriate to support the Head Teacher in his/her role as faith leader in school
- To play a central role in the pastoral system

The Chaplain should:

- a. be attentive to the needs of all members of the school community
- b. support other staff in school who share the responsibility of the pastoral care of pupils, including the Head Teacher;
- c. accompany the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows;
- d. be able to relate to a wide range of individuals and establish levels of trust where problems can be shared;
- e. focus on the marginalized and the vulnerable within the school community as their special care.

3 **The Chaplain as leader**

- Support and further develop the spiritual, religious and liturgical life of the school in line with the Prayer & Liturgy Directory, CES 2023.
- To plan, prepare and lead liturgies and collective worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations etc.
- To support staff in their planning, preparation and leading of liturgies and collective worship
- To support children in their planning, preparation and leading of liturgies and collective worship
- To plan, prepare and facilitate Masses as required, working with local clergy.
- To provide regular prayer opportunities for the staff, pupils, parents and the wider community.
- To prepare retreats where appropriate including residential retreats
- To promote and care for the Prayer Room/Chapel as a sacred space
- To ensure liturgical resources are adequate and appropriate.
- To ensure the school environment and displays enhance the Catholic life of the school
- To celebrate and share the faith life of the school with the wider community
- To include the local parishes in school celebrations, where appropriate

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The Chaplain should:

- a. have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty;
- b. know how to prepare a space for prayer;
- c. have the skills of a well-trained sacristan and know how to both prepare a space for the celebration of Mass;
- d. care for any sacred space in school, especially where the Blessed Sacrament is reserved;
- e. be skilled in engaging children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation, where appropriate;
- f. support class and whole school based worship through the provision and creation of appropriate worship resources;
- g. help pupils and staff to develop confidence in leading prayer and worship independently;
- h. provide opportunities for staff and pupils to deepen their spiritual life, for example, through the organizing of retreats and days of reflection.

4 The Chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The Chaplain should:

- a. have a good knowledge and understanding of the Catholic faith to:
 - i. *support school catechetical programmes (where they exist);*
 - ii. *support the formal and informal learning that takes place across school life;*
- b. ensure that structured time with pupils is well-planned, delivered and evaluated;
- c. support the professional development of staff in terms of the Catholic life of the school.

5 The Chaplain as professional

- Have input into the school development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain
- To avail of opportunities for enhancing his/her own spiritual well-being
- To lead school based CPD for staff in relation to the Catholic life of the school.
- To work with the Head Teacher to carry out self-evaluation with particular reference to the Catholic life of the school.
- To liaise closely with the parish priest and/or local clergy
- To celebrate and share the faith life of the school with the wider community
- To include the parish in school celebrations.
- To be a member of ACCE ([Association of Catholic Chaplains in Education](#)) and use the opportunities the organisation offers for professional and spiritual development.
- To be a member of the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

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The Chaplain should:

- a. if a priest, celebrate Mass and the sacrament of reconciliation regularly in school;
- b. if not a priest, make arrangements for the regular celebration of Mass and the sacrament of reconciliation within school with the priest(s) of the local parish or deanery;
- c. form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and school.
- d. maintain good working relationships with other members of staff, governors/directors and school leaders;
- e. observe professional standards in terms of appearance, punctuality and full participation in the working life of the school;
- f. have regular performance appraisal;
- g. have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- h. Contribute to self-evaluation processes in readiness for inspection.

Date Job Description prepared/updated: 10 June 2024

Job Description prepared by: Martin Johnson, Headteacher,
based on CES model



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Person Specification

Job Title **SCHOOL LAY CHAPLAIN (0.6)**

Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf \(gmhsc.org.uk\)](#) are guaranteed an interview if they meet the essential criteria for the role

The Minimum Essential Requirements for the above Post are as Method of Assessment Follows:

1. Faith Commitment

1.	Practising Catholic - ESSENTIAL (E)	A/I/R
2.	Involvement in parish community – DESIRABLE (D)	A/I/R
3.	Leading school worship – E	A/I
4.	Ways of developing RE & Worship – E	A/I
5.	How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford - E	A/I

1. Skills and Knowledge

1.	A good knowledge of the teaching of the Church of Catholic spirituality and catechesis – E	A/I
2.	A knowledge of current working practices for celebrating Masses and liturgies in schools – E	A/I
3.	Knowledge of safe working practices with children – E	I/R
4.	Understanding the school communities and their structure – D	A/I
5.	A Commitment to upholding the church's teaching and furthering its mission – E	A/I/R
6.	Supportive of the school's catholic and inclusive ethos – E	A/I
7.	Willingness to take part in extra-curricular and residential experiences outside school hours – E	A/I
8.	A high level of personal integrity – E	A/I/R
9.	Ability to use technology effectively – E	A/I/R
10.	Sensitive to the needs and feelings of others, regardless of faith, gender, race, sexual orientation, or disability – E	A/I/R
11.	Excellent communication skills – E	A/I/R
12.	Leadership and an ability to work as a team member – E	A/I/R
13.	Leadership and an ability to work as a team member – E	A/I/R

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14.	A good listener and clear thinker – E	A/I
15.	Comfortable to work with individuals, groups and large bodies of staff and pupils – E	A/I/R
Competencies – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section		Interview
2. Experience/Qualifications/Training etc		
1.	Relevant degree or equivalent qualification or comparable level of relevant experience. – E	A/I
2.	Counselling or Mentoring Qualification – D	A
3.	Experience for working with young people in a Catholic or Christian context - E	A/I
4.	Experience of working in an educational setting – D	A/I
5.	Experience of preparing and delivering liturgies – E	A/I
6.	Effective organisational and administrative skills – E	A/I/R
7.	The ability to manage time and workload effectively – E	A/I/R
3. Work Related Circumstances		
1.	All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services	Interview
2.	The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work.	Interview
6.	This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred lists	Interview
8.	Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Councils Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/ DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency /open data requests.	Interview

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9. This post is designated as politically restricted. The holder of a politically restricted post is unable to have any active political role either in or outside the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office. This means you are not permitted to stand for office as a local councillor or MP. In addition, you are restricted from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating support for a political party.

Interview

Date Person Specification prepared/updated
Person Specification prepared by

9 JUNE 2024
MARTIN JOHNSON,
HEADTEACHER



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