



St. Margaret Ward Catholic Academy Recruitment Pack

Lay Chaplain

Closing Date: Thursday 13th August 2026 (9.00am)

Interviews: Week commencing 31st August

A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of Lay Chaplain at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 63 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Catholic Senior Executive Leader



Our Academy



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ



Lay Chaplain Job Description

Purpose of Role

The Lay Chaplain will contribute to the spiritual and pastoral care of all members of the school community, nurturing faith formation and liturgical life. Working closely with the Senior Leadership Team, RE Department, and wider Church community, the Chaplain will lead and develop the Catholic life and mission of the school in line with Gospel values, the teachings of the Catholic Church, and the charism of St John Baptist de la Salle.

The Chaplain will serve as a visible witness to faith, inspire through example, and foster opportunities for prayer, worship, and service. This role requires a practising Catholic committed to promoting the distinctive Catholic ethos of the school.

Core Responsibilities

Faith and Witness

- Promote Gospel values and the Catholic ethos across the school community.
- Embrace and support the charism of St John Baptist de la Salle and engage with opportunities provided by the Lasallian District for Ireland, Great Britain, and Malta (IGBM).
- Inspire through example and encourage involvement in projects relating to social justice and global citizenship.
- Help people to recognise God's love for them and their need of God.

Pastoral Care

- Be visible and approachable throughout the school, offering spiritual and emotional support to staff and students.
- Accompany individuals at key stages of their life journey and play a central role in the pastoral system.
- Support the personal welfare of all members of the school community in fulfilment of the school mission statement.

Prayer, Liturgy, and Worship

- Plan, lead, and develop the liturgical life of the school in collaboration with leadership and the RE Department.
- Organise and support high-quality prayer, liturgy, and collective worship, including staff formation and training.
- Prepare resources for acts of worship and ensure the school environment reflects its Catholic identity.
- Promote and care for the Prayer Room/Chapel as a sacred space.
- Coordinate major feasts, seasons, and liturgical events in line with the Church calendar.
- Liaise with local clergy to ensure regular celebration of Mass and sacraments.

Chaplaincy Leadership and Development

- Develop and lead a Chaplaincy Team, including student groups such as Lasallian Ambassadors, SVP, and Faith in Action.
- Enhance the retreat programme for students and staff, both in-house and with external providers.
- Lead and coordinate charitable fundraising and outreach projects.
- Organise and attend pilgrimages, retreats, and diocesan events (e.g., Lourdes Pilgrimage, Vocations Day).
- Build strong links with local parishes, diocesan agencies, and community groups.
- Facilitate participation in deanery and diocesan liturgical events.

Education and Formation

- Support and enhance the Religious Education curriculum where appropriate.
- Provide opportunities for prayer and spiritual development for staff and students.
- Lead CPD for staff on Catholic life and mission.

Professional Responsibilities

- Contribute to the School Development Plan and report to senior leaders, governors, and directors as required.
- Maintain accurate chaplaincy records and paperwork.
- Engage in regular appraisal and professional development, including membership of ACCE and diocesan chaplaincy networks.
- Ensure compliance with safeguarding, data protection, health and safety, and confidentiality policies.

General Duties

- Work flexibly within the school and undertake other duties as reasonably requested.
- Maintain professional relationships and support the welfare of all members of the school community in line with Gospel values.





CES National Standards for Chaplains Working in Schools and Academies

National Standards for Chaplains working in schools and academies are divided into five key areas:

1. The Chaplain as witness
2. The Chaplain as pastor
3. The Chaplain as leader
4. The Chaplain as educator
5. The Chaplain as professional

The Chaplain as witness

The Chaplain should:

- a. be a practising Catholic in full communion with the Church;
- b. 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;
 - 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.

The Chaplain as pastor

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.

The Chaplain as leader

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.

The Chaplain as educator

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.

The Chaplain as professional

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.

How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your supporting statement should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Key Dates

Closing Date: Thursday 13th August 2026 (9.00am)

Interviews: Week commencing 31st August 2026

As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP.
- Family friendly policies including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

