



Application Pack Lay Chaplain (De Lisle Catholic College)

St Thomas Aquinas Catholic Multi-Academy Trust
 Support Staff Pay, Band 5 (SCP 19 £31,067 – SCP 24 £34,314)

Start Date: As soon as possible



Dear Applicant,

Chaplaincy in St Thomas Aquinas Catholic MAT

Thank you very much for your interest in this post. In the St Thomas Aquinas CMAT, Chaplaincy is vibrant, engaging and deeply relevant in the lives of pupils and staff across our 23 schools. This is true if they are Catholic, from other Christian denominations, other world faiths, or of no faith at all. 'Encounter with Christ' is brought alive for them by the work of our Chaplains in ways that are personal, but also that bring everyone into fellowship and community.

The Chaplain at De Lisle College will serve a thriving Catholic community of over 1,200 students and 120 staff, bringing them into a close, daily encounter with the person, example and teaching of Christ.

Our chaplains work together as a team, supported at Diocesan level by a Director of Chaplaincy and Lead Lay Chaplains, and working in partnership with peers from our sister CMATs within the Diocese of Nottingham. Again, this makes our offer quite unique in terms of experience and career progression when compared to many other roles in chaplaincy.

If you would like to find out more about working with us in this most important and fulfilling of roles, please don't hesitate to contact the CMAT at office@aquinas-CMAT.org; we would be delighted to hear from you.

God bless,



Neil Lockyer
Chief Executive Officer



ST THOMAS AQUINAS

Catholic Multi-Academy Trust

OUR MISSION

To grow in knowledge, understanding and faith guided by the love and light of Christ.

OUR GUIDING PILLARS



OUR VISION

Our Trust and our schools are beacons of excellence where everyone flourishes intellectually, spiritually, morally and personally; where our Catholic faith is evident in our actions and where each person is valued and enabled to live life to the full and become the person God has called them to be.



—ST THOMAS—
AQUINAS

CATHOLIC MULTI-ACADEMY TRUST

Job Description

Lay Chaplain

Reporting to:	Lead Lay Chaplain/ Headteacher
Liaising with:	Lay Chaplaincy Team, Hub Schools
Grade/Salary:	Band 5 (SCP 19-24)
Hours of work:	37hpw / 52 weeks per year

Main Purpose:

This job description should be read alongside the [Nottingham Diocesan Standards for School Chaplains](#). In this document, "Chaplain" refers to 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 headteacher 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.

Core Responsibilities | DIOCESAN CHAPLAINCY STANDARD

The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- Encourage staff and pupils to live the faith by being involved in projects (such as the Faith in Action Award) relating to social justice and global citizenship
- Assist young people and staff in the effective planning, preparation and execution of the liturgy so that each celebration is a catechetical moment as well as a time of personal encounter with Jesus Christ

The Chaplain as pastor

- Be visible and approachable across the school communities
- Accompany people at particular stages of their journey through life
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the headteachers in their role as faith leaders within schools
- Play a central role in the pastoral system
- Where appropriate, be actively involved in the transition of pupils from Key Stage 2 to Key Stage 3 across the schools
- Work to foster a cohesive synthesis between faith and life for all members of the school communities, especially addressing the issues relevant in contemporary society

The Chaplain as leader

- 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
- Support and empower staff and pupils in their planning, preparation and leading of liturgies and Collective Worship
- Support the effective monitoring, evaluation and review of Catholic Life and Collective Worship
- Plan and support regular celebrations of the sacraments, especially the Eucharist
- Support and further develop the spiritual, religious and liturgical life of the schools
- Offer regular opportunities of prayer for staff and students
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- Help with the provision of suitable resources for the prayer life and worship of the schools
- Ensure the environment and displays across the schools reflect their Catholic identity
- Promote and care for the Chapel(s) (where appropriate) as a sacred space
- Promote places and opportunities for prayer, silence and reflection within the schools
- Organise retreats where appropriate, including residential retreats
- Ensure liturgical resources are adequate and appropriate
- Celebrate and share the faith life of the schools within the hub with the wider community
- Include the local parishes in school and hub celebrations, where appropriate
- Play an active role in engaging young people in the life of the local parish(es) and diocese (or dioceses if appropriate)
- Support and promote fundraising and awareness-raising projects, for example CAFOD
- Contribute actively to CMAT Chaplaincy resources and to the CMAT Chaplaincy website or other such resources as identified by the LLC (Lead Lay Chaplain)
- Develop and facilitate a chaplaincy team of interested young people who will work collaboratively in building the Catholic ethos throughout the schools

The Chaplain as educator

- Support and enhance the RE curriculum, where appropriate
- Where provision is made and resources allow, to support the parishes' catechetical programme, where appropriate

The Chaplain as professional

- Avail of opportunities for enhancing his/her own spiritual well-being including attending the annual lay chaplains' retreat
- Help with sensitive issues, advising on the Church's teaching
- Have input into the school development plans, their operation and review
- Advise the senior leadership teams, where appropriate
- Challenge and support on the virtues of the Christian life
- Meet regularly with his/her line manager and CMAT Lead Lay Chaplain
- Report to and work with governors/directors to promote the Catholic ethos and distinctive nature of the schools
- Attend, where possible, staff meetings and any other meetings as appropriate
- Develop a good working relationship with the local clergy
- Engage with Continual Professional Development (CPD) relevant to the role of lay chaplain
- Lead school based CPD for staff in relation to the Catholic Life and Collective Worship provision of the schools
- Engage with the CMAT Chaplaincy and Diocese of Nottingham Groups, NRCDES, NDCYS and other diocesan agencies by attending meetings regularly and engaging with resources

- Liaise with diocesan agencies, groups and individuals, where appropriate
- Provide support and assistance in preparing the schools' SEF (Self-Evaluation Form) and other preparations for Catholic School Inspections (CSI), formerly known as Diocesan Canonical Inspection (DCI)
- Maintain an awareness of and respect for school policies and working procedures
- Report to the Lead Lay Chaplain and work with him/her to promote the development of Chaplaincy and Chaplaincy provision within the trust

Any other appropriate duties as directed by the headteacher within the school communities.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Lay Chaplain

A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the post	A	
Qualified to at least GCSE level (Grade C) or equivalent in RE, English and Maths	A	
Degree or equivalent qualifications with a willingness to pursue qualifications		A
Catholic Certificate in Religious Studies (CCRS) or equivalent		A

B. Experience	Essential	Desirable
Previous experience of working with young people	A & I	
Involvement in parish life and sacramental preparation	A & I	
Experience of preparing and leading Collective Worship	A & I	
Previous experience of working with young people and children in a school setting		A & I
Experience of leading liturgical music or other ways of supporting children and young people in using creative forms of worship such as art or dance		A & I

C. Professional Skills	Essential	Desirable
ICT literate – must be able to use Microsoft Office	A & I	
Hold a full and valid UK driving licence and have access to own vehicle to travel between schools	A & I	
Able to lead staff training and projects	A & I	
Able to differentiate activities to ensure they are age appropriate	A & I	
Experience in leading school liturgies and Acts of Worship		A & I
Ability to play a musical instrument / sing in a public setting		A & I
Ability to offer spiritual support and guidance to staff and students		A & I
Understanding of factors likely to impact on pupils' behaviour, mood and well-being	I	A & I
Further ICT skills, which can be used to engage with, and evangelise the school community and beyond	I	A & I

D. Professional Knowledge	Essential	Desirable
Knowledge of Roman Catholic Worship, and how to lead liturgies which are in keeping with the norms and tenets of the Catholic Church	A & I	
Knowledge and understanding of liturgical seasons, scripture and Church teachings to support the Catholic Life of school (s)	A & I	
A deeper theological knowledge or a willingness to commit to further study and training		A & I
Awareness of wider Church documents such as encyclicals and apostolic exhortations from the Holy Father with the ability to explore them with children and young people		A & I

E. Management	Essential	Desirable
Able to manage own workload	I	
Able to prioritise	I	
Able to show initiative	I	
Able to work independently when required E	I	
Excellent organisational skills E	I	
Experience of working within a team		I

F. Aptitude & Personal Qualities	Essential	Desirable
A faithful and practising Catholic	I	
Excellent communication skills – empathy with children with the ability to relate well to staff and parents	I	
Able to work effectively as part of a team and maintain confidentiality	I	
Reliable	I	
Calm and professional manner	I	
Helpful and resilient	I	
High inter-personal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality		I

G. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools	I	
Must be able to recognise discrimination in its many forms and willing to put the school's equality policies into practice.	I	
Demonstrate a commitment to safeguarding and promoting the welfare of children and young people	I	
Aware of equal opportunities in relation to this role	I	
Ability to form and maintain appropriate relationships and personal boundaries	I	

This is a reserved post which means that applicants must be practising Catholics. Please consult the document produced by the Diocese of Nottingham 'Catholic Schools and the Definition of a Practising Catholic' for further information, this is available from the CMAT HR Team.

Trust Benefits

Why work for us?



Professional Development Opportunities

We offer a range of centralised training and networking within our Catholic Multi Academy Trust for all roles, as well as induction for staff new to us. Staff benefit from access to the Teaching School Hub, Knowledge Hub and collaborative work across our family of schools.



Opportunities for Career Progression

With 23 academies in our family and 84 academies across the Diocese, opportunities for career progression are a reality. All of our opportunities are advertised on our website and across our social media channels.



Employee Wellbeing

Well-being support for our employees, including helplines, menopause support, physiotherapy and access to a virtual GP service. Employees also have access to a variety of discounts on gym & retail. This is provided through 'Schools Advisory Service'.



Terms & Conditions

We have committed to following nationally agreed terms and conditions for pay, for both Teachers' and Support Staff.



Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you are enrolled into the Local Government Pensions Scheme – one of the most competitive on the market.



Cycle to work scheme

A Government backed initiative that enables you to obtain a bike and/or cycling accessories to use for riding to work whilst making tax and National Insurance savings from your Gross pay.



Perks at Work

With access to 30,000+ national & local discount, employees can save on big purchases such as electronics, home appliances, car buying and travel and on everyday items such as food, meal kits, home entertainment and learning and fitness.



THANK YOU

For the interest you have shown in working with our trust
For more details about our team and our schools you can visit:



www.aquinas-cmat.org



[@sta_cmat](https://twitter.com/sta_cmat)



[@StThomasAquinasCMAT](https://www.facebook.com/StThomasAquinasCMAT)



[@stthomasaquinascmat](https://www.instagram.com/stthomasaquinascmat)



[linkedin.com/company/stacmat](https://www.linkedin.com/company/stacmat)



0116 296 8171



Unit 5, Charnwood Edge Business Park,
Cossington, LE7 4UZ