



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

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JOB APPLICATION PACK

CHAPLAINCY COORDINATOR



Fons Sapientiae - Fount of Wisdom



APPLICATION PACK OVERVIEW

- Application Pack Overview and Mission Statement
- Headteacher's Welcome
- Job Description
- Person Specification
- How to Apply

MISSION STATEMENT

'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.

St. Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, in which all our pupils can receive a broad and balanced Catholic formation, so they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith and unite as a community in celebration of our distinct Catholic identity.

We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to know, love and serve God in his or her own way.

HEADTEACHER'S WELCOME

Thank you for expressing an interest in applying for the role of Chaplaincy Coordinator at St. Bede's Catholic High School.

As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development. The role of Chaplaincy coordinator is pivotal to the continuation of our excellent pastoral and spiritual care.

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

'At St Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family.'

Catholic Schools Inspectorate - March 2023

We are seeking to appoint a practising Catholic with good catechetical formation and strong personal faith to serve the pastoral and spiritual needs of our Catholic community.

Potential candidates are very welcome to visit our school to meet our pupils and our Head of Religious Education and Catholic Ethos.

We look forward to receiving your application.

Yours sincerely,
Mr P Marsden



JOB DESCRIPTION

Grade7: £27,852 - £32,020 (pro-rata)

Hours: 37 hours per week, term time only (plus one week)

Start Date: November 2023

INTRODUCTION

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 Lancaster. 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.

CHAPLAINCY COORDINATOR

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplaincy Coordinator" refers to lay Chaplains. The Chaplaincy Coordinator, 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 mission statement and work with the Head Teacher and Head of Catholic Ethos 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 Chaplaincy Coordinator may also work to enhance the Religious Education curriculum where appropriate.

JOB DESCRIPTION

CORE RESPONSIBILITIES (NATIONAL STANDARDS FOR SCHOOL CHAPLAINS)

The Chaplaincy Coordinator 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 Chaplaincy Coordinator as pastoral support

- Be visible and approachable around the school
- 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 Head Teacher in his/her role as faith leader in school
- To play a central role in the pastoral system

The Chaplaincy Coordinator as leader

- Support and further develop the spiritual, religious and liturgical life of the school.
- Use a collaborative style of ministry that encourages a team approach to chaplaincy to develop and lead a chaplaincy team.
- To offer opportunities of prayer for staff and students including Catholic forms of popular piety.
- If a priest, celebrate Mass and the sacraments regularly in school; if not, plan for the same to occur with local clergy or our priest chaplain.
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- Help with the provision of suitable resources for the prayer life and worship of the school
- Ensure the school environment and displays reflect the school's Catholic Christian identity.
- Promote and care for the Prayer Room/Chapel as a sacred space
- Develop a school retreat programme for pupils
- Support students to participate in the sacramental life of the Church, where appropriate.
- To celebrate and share the faith life of the school with the wider community
- To include the local parishes in school celebrations, where appropriate
- Help with sensitive issues, advising on the Church's teaching

The Chaplaincy Coordinator as educator

- To support and enhance the RE curriculum, where appropriate

The Chaplaincy Coordinator as professional

- Have input into the school development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager
- To engage in a regular process of appraisal
- To report to and work with Governors/Directors to promote the Catholic ethos and distinctive nature of the school.
- Attend where possible staff meetings and any other meetings as 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 be a member of ACCE 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

PERSON SPECIFICATION

Candidates will be expected to:

- show commitment to upholding the Catholic ethos of our school as expressed in our Mission Statement;
- be a practising Catholic with an understanding of the Catholic religion and a commitment to its teachings;
- have an understanding of Catholic theology and have the ability to provide reasonable explanations for Church teaching;
- be committed to prayer and provide an example of pious and reverent worship;
- be well qualified, preferably at graduate level, ambitious and prepared to learn;
- be committed to working with pupils and staff of all abilities, backgrounds and faiths;
- have experience of supporting young people in their Catholic spiritual formation;
- demonstrate the necessary creativity to engage young people in their Catholic faith;
- have good IT skills to enable the successful completion of tasks.

‘WE ARE SUCH VALUE TO GOD THAT HE CAME TO LIVE AMONG US ... AND TO GUIDE US HOME. HE WILL GO TO ANY LENGTH TO SEEK US, EVEN TO BEING LIFTED HIGH UPON THE CROSS TO DRAW US BACK TO HIMSELF. WE CAN ONLY RESPOND BY LOVING GOD FOR HIS LOVE.’

ST. CATHERINE OF SIENA



HOW TO APPLY

To apply please use the CES application form attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form, using Calibri/Arial font size 11, and no more than two pages in length.

Please include:

- your own philosophy, informed by experience, of how we support, develop and nurture the faith of pupils and staff;
- specific evidence of experience in working with children in a faith setting;
- details of any recent innovation for which you may have been responsible;
- the skills, principles and values that you would bring to the role.

Completed CES Application Forms should be emailed to head@stbedeslytham.lancs.sch.uk or posted to:

THE HEADTEACHER,
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is **Monday 16th October 2023 at 12noon.**

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Visit to the school: If you would like to visit our school before applying, please contact Mrs Kelly, School Manager, on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

