

## Lay Chaplain

At St George Catholic College, Southampton

Up to 35 hours per week, term time only  
Support staff pay scale, grade 7 up to £28,785

- Are you an intentional disciple alive in your faith?
- Do you have passion and enthusiasm for evangelisation?
- Can you lead high quality collective worship in a rich variety of ways?
- If the answer is yes, we need you at St George!



As St George continues to grow and develop our Governors would like to find the right person to lead the Chaplaincy at the college. We are looking to appoint a Lay Chaplain for the college in the spring term of 2020 to join a highly effective chaplaincy team alongside the successful RE department to further enhance our mission at St George.

We will consider a full-time or part-time role for the right candidate.

The successful applicant will be a practising Catholic with a deep commitment to his/her own faith and an understanding of the role of a chaplain in the spiritual development of students and staff.

The candidate appointed to this key post will make a significant contribution to the spiritual formation of the college

Application forms and further details can be downloaded from our school website <https://www.stgcc.co.uk/> via Recruitment then Current Vacancies. If you would like any further information or would like to visit the school, please contact Mrs Jeanine Bonavia, PA to the Headteacher via [headpa@stgcc.co.uk](mailto:headpa@stgcc.co.uk)

Please send the completed application by email to [head@stgcc.co.uk](mailto:head@stgcc.co.uk)

**Closing Date for Applications: Wednesday 11<sup>th</sup> December 2019**

## Information for Applicants

St George is an over-subscribed Catholic voluntary aided college under the trusteeship of the Diocese of Portsmouth, providing a Catholic education for families in Southampton for over half a century. Our school leaders and governors are entrusted by the Bishop with the ministry of school leadership and act in recognition of the love of Christ for all members of our college community and one another.

We share a vocation for the common good in our world and we are committed to working together as a family. Every role in the school is part of this foundation that enables everyone to **ASPIRE to be all that God has created us to be.**

The school has grown to over 900 students on roll this year and a programme of building to provide new accommodation for Science and Design Technology is underway. Year 11 students achieved the best ever GCSE results in the summer of 2019 with the best yet Progress 8 score of 0.6. Applications to St George are at an all-time high, with a 3 figure waiting list for admission to join a Year 7 which has a record 96% of students who are baptised Catholic children.

As St George continues to grow and develop our governors would like to find the right person to lead the chaplaincy at the college. We are looking to appoint a Lay Chaplain for the college in the spring term of 2020 to join a highly effective chaplaincy team alongside the successful RE department to further enhance our mission at St George. We will consider a full-time or part-time role for the right candidate. The successful applicant will be a practising Catholic with a deep commitment to his/her own faith and an understanding of the role of a chaplain in the spiritual development of students and staff. The candidate appointed to this key post will make a significant contribution to the spiritual formation of the college

Religious Education is central to the curriculum of all Catholic schools and is at the heart of the philosophy of Catholic education which is achieved in support of, and in partnership with, parents. At St George, the Religious Education curriculum is the "core of the core" curriculum and is a vital part of our students' wider Catholic education which includes the ministry of the word, (catechesis, homilies, liturgical celebrations etc); participation in worship; engagement with ecclesial life and outreach through works of charity and justice. This experience and knowledge continually interrelate to deepen students' learning.

All our teaching and learning at St George is rooted in the love of God, shaped by our Christian values and underpinned by our concern for the common good and the wellbeing of all. This search for social justice is rooted in respect for the dignity of every human person.

In accordance with this aspiration it is the responsibility of all staff to enable our students to develop spiritually and morally as well as academically. In this aim we receive support from parents, local clergy, Catholic agencies and other organisations.

The Lay Chaplain plays a pivotal role in the spiritual and moral development of pupils and the pastoral care of the whole school community.

## Application Information

### Terms and Conditions

All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The governors, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.

<b>Position Offered:</b>	Lay Chaplain
<b>Hours:</b>	35 hours per week Term time only (including 5 CPD days)
<b>Scale:</b>	Grade 7 Range £24,799 - £28,785 (Full Time Equivalent) Actual Salary £20,075 - £23,302
<b>Times:</b>	Exact working hours to be agreed
<b>Commitment:</b>	Permanent (subject to a probation period)
<b>Commencement:</b>	January 2020

### Application Process

You are asked to complete and include the following:

1. **Application form** (this can be downloaded from our website)
2. **Curriculum Vitae**
3. **Application statement** (page 6 of the form). On this page I would be grateful if you could indicate in no more than 500 words how your previous experience as a practicing Catholic has prepared you for this position.

**Application received without a CES application form will not be considered for the post.**

Please send the completed application by email to [head@stgcc.co.uk](mailto:head@stgcc.co.uk):

## Procedure for Obtaining References

**The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. For this position, one referee must also be your Parish Priest/the Priest at the Parish where you regularly worship. Please see the details in the application form. We reserve the right to take up references with your previous employer.**

In addition to asking your referee questions related to your suitability for the position we will make enquires in to the following

1. Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
2. Whether the applicant has been the subject of any safeguarding concerns
3. The outcome of any enquiry or disciplinary procedure

If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open references' from a candidate.

## Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirement of the post. The selection process will include a consideration of the suitability to work with children and young people.

The activities at interview may include:

- Student Panel Interview (observed by a senior member of staff)
- Presentation
- Panel Interview with Staff
- In-tray exercise
- Liturgy
- Formal Panel Interview with Governors and representatives of the Diocese

During the interview day candidates will have a tour of the school, an opportunity to meet key personnel and an opportunity to talk to students, these events are organised so that candidates can get to know the college.

## School Information

Please refer to our website for further information about the school



## St George Catholic College Job Description Chaplain

### Introduction

St George Catholic College 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 Portsmouth. 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 under the terms of the Catholic Education Service contract signed with the governors 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.

Applications are welcome from candidates who are intentional disciples alive in their faith, with a rich repertoire to draw from to engage all members of the college community. The successful candidate will have passion, enthusiasm and excitement for evangelisation and will be intent on delivering high quality collective worship experiences to all.

Your faith and personal experience of Jesus Christ will allow you to lead engaging and enriching collective worship and liturgies. You will be intuitive and sensitive to the needs of everyone in the college community and willing to provide support for those in need.

You will be able to incorporate a variety of styles in collective worship and liturgy across the college community, and you will have a pastoral approach to the Church's teaching which will always have the primacy of love.

If you recognise this description of you, we would be very pleased to meet you. Please follow the guidance included in the Application Information and submit your application by **Wednesday 11<sup>th</sup> December**.

## Job Description

# School Chaplain

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 Executive Head and 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

### The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Set a good example to all members of the school community in terms of living a Christian life by being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve
- Inspire through example by living a life which exemplifies Gospel Values and by 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
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship

For Example: Lead staff prayer in meetings and encourage others to lead prayer; model respectful relationships with all members of the school community; raise awareness of Catholic Moral and Social Teaching and collect evidence towards the Romero Award

### The Chaplain as pastor

- Be visible and approachable around the school and attentive to the needs of all members of the school community
- Accompany people at particular stages of their journey through life, accompanying the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the Executive Head, Head of School and members of the Senior Team in their role as faith leaders in school
- To play a central role in the pastoral system, particularly through reflection and collective worship in tutor time and assemblies

For Example: Support leaders by finding ways to accompany the school community through illness and bereavement; Be available for staff and students to seek support in times of need; be visible and approachable in tutor periods either in the Chapel, Tutor Bases or Assemblies

### The Chaplain 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 including staff and students
- To offer opportunities of prayer for staff and students.

- If a priest, celebrate Mass and the sacraments regularly in school; if not, plan for the same to occur with local clergy
- 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 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

For example: provide staff with resources to support the prayer life of the school particularly the Pastoral Teams and those staff leading assemblies; Develop the GIFT team as a student leadership group for Chaplaincy across the school; organise a full programme of reflection and pilgrimage for students across the school ensuring every year group has at least one opportunity to experience a spiritual event eg: spiritual induction session; pilgrimage to the Cathedral; reflection opportunities as a year group during the school year; reflection opportunities out of school time etc.

### The Chaplain as educator

- To support the formal and informal learning about faith that takes place across school life;
- Ensure that structured time with pupils is well-planned, delivered and evaluated;
- Support the professional development of staff in terms of the Catholic life of the school.
- To support and enhance the RE curriculum, where appropriate

For example: ensure that the programme of spiritual reflection activities are well planned and clearly communicated 2 weeks in advance to all involved; conduct regular evaluations to inform the SEF and the S48 SEF; lead catechetical programmes in school as appropriate; regularly contribute to staff CPD to ensure all staff understand and are able to contribute to the Catholic life of the school.

### The Chaplain as professional

- Have input into the school development plan, its operation and review
- Advise the Senior Leadership Team on the Catholic ethos of the school 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
- Contribute to self-evaluation processes in readiness for inspection
- To report to and work with Governors to promote the Catholic ethos and distinctive nature of the school.
- Attend 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

For example: Take advantage of opportunities for enhancement of spiritual wellbeing through the Diocesan Chaplaincy team retreats and regular consultations with local clergy; contribute via line management and Chaplaincy meetings to the college planning development and review process; strengthen relationships with parishes and priests and ensure a positive partnership with the St George community; arrange regular reflection and formation for staff.

## Person Specification

### Core qualities

	Essential	Highly Desirable	Desirable
An intentional disciple alive in your faith	X		
Intuitive and sensitive to needs of others	X		
An engaging and enthusiastic leader of worship with a rich repertoire	X		
A pastoral approach to the Church's teachings which always has the primacy of love	X		

### Qualifications

	Essential	Highly Desirable	Desirable
Degree or relevant qualification / experience		X	
Qualification related to chaplaincy or pastoral work			X
Qualification in counselling			X
Relevant experience working in schools or youth setting		X	
Deep knowledge of liturgy and the ability to creatively draw upon the rich traditions of the Catholic Church	X		
Experience in delivering liturgy and worship to different audiences	X		
Have a thorough understanding of Safeguarding and Child Protection Issues (training will be provided)	X		
Good ICT skills		X	



## Faith commitment

	Essential	Highly Desirable	Desirable
Practising communicant member of Roman Catholic Church.	X		
Demonstrates deep commitment to her/his own spirituality within the Catholic faith	X		
Demonstrate an understanding of the teachings of the Catholic church and how these relate to the role of chaplaincy in the school context.	X		
Sound understanding of the distinctive nature of the Catholic school		X	
Ability to articulate to a wide audience the theological basis and consequences of faith engagement with education			X
Understanding of leadership role in spiritual development of pupils and staff	X		
Understanding of school's role in the life of Catholic parishes and Dioceses.		X	

## Attributes related to the role

	Essential	Highly Desirable	Desirable
Ability to work constructively within a team and to contribute to the mission of the school	X		
Self-motivation to work as an individual on initiatives	X		
Work well under pressure and have strategies to sustain a demanding workload.	X		
Good communication and have diplomatic skills particularly in potentially pastorally challenging and hostile environments.	X		
Have the ability to initiate and motivate	X		
Self-sustaining	X		
Have a sense of humor	X		
Be organised, energetic and outgoing	X		
Relate easily to staff, pupils, parents, governors and clergy	X		
Take an interest in, and respond to, educational initiatives		X	
Be creative in facilitating acts of worship	X		
Demonstrate a willingness to develop the skills needed to work in a school setting	X		