

# Chaplain

## Candidate Application Pack



[www.stpetershighschool.org.uk](http://www.stpetershighschool.org.uk)

# Welcome

Thank you for your interest in the position of **Chaplain** at St Peter's RC High School & Sixth Form Centre.

St Peter's R.C. High School & Sixth Form Centre is a mixed 11 – 18 school with 1500 pupils on roll. The Sixth Form consists of 330 students with KS5 students showing real leadership and progressing to a wide range of destinations, including prestigious universities and sought-after apprenticeships. 20% of our students receive Pupil Premium funding and 27% of our cohort has a special need or disability. We pride ourselves on our pastoral care and have invested in our Student Support Services who provide additional support for students with, for example, mental health issues and therefore frequently liaise with external agencies.

## Our Mission

Our mission is to provide a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of the school.

Our main aim is to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God. Our school's Christian ethos underpins all its work and provides all members of the school community with a safe and happy learning environment.

All students receive lessons in religious education and our Catholic identity and spiritual life are reflected in all areas of our school. We join together in prayer three times a day; students participate in services of reconciliation during Lent as well as in liturgies prior to Christmas and Easter. In every key stage, students take part in days of reflection and retreat. The whole school community celebrates Masses in the Autumn term and on the feast of Saints Peter and Paul in June. Our full time Chaplain supports both students and staff, liaises with local clergy, and organises a wide range of activities including Ignite evenings such as the one starring double MOBO award winner Guvna B.

Our charity work demonstrates our willingness to help others outside the school community, whether locally, nationally or internationally. Students and staff participate in a wide range of charitable events and fund-raising activities and support CAFOD in its efforts to relieve poverty in the developing world which also educates our students.

Our **ROCK** award underpins the work of the whole school: through **Respect, Optimism & Kindness** we build a strong **Community**.

Our staff are very important to us and the welfare of teachers and support staff is paramount in our planning. We place wellbeing at the centre of our decision-making so that staff are happy to come to work and feel supported in their role.

I am delighted that you are considering joining us in our mission to develop every student spiritually, morally, socially and academically by fostering their God given talents.

**Kevin McDermott**  
**Principal**



**With respect, optimism and kindness we, like Peter, follow in the footsteps of Jesus to build our family community.**



### **The successful candidate will also benefit from:**

- Competitive pension scheme through teacher pensions' or LGPS (including Death in Service benefit)
- The School's commitment to your professional development
- Access to staff after school clubs
- Free access to the Headspace mindfulness app to support your wellbeing
- Family friendly policies
- Free onsite parking
- Sick pay
- Free Flu Jab

## **Job Description - Chaplain**

**POST:** Chaplain  
**GRADE/SALARY:** Grade 6 (scale-point 15 £29,093 to scale-point 20 £31,586pa)  
**(pro-rata) Actual Salary £24,856 pa - £26,986pa**

**HOURS:** 37 hpw /Term time plus 1 additional week

**CONTRACT TYPE:** Permanent

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### **REPORTING TO:**

The post reports directly to the principal

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 Clifton. 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 board 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 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.

### **JOB PURPOSE:**

#### **The Chaplain as witness**

- To help people to recognise God's love for them and their need of God
- To inspire through example
- To encourage staff and students to live the faith by being involved in projects relating to Catholic Social Teaching and global citizenship

## **The Chaplain as pastor**

- To be visible and approachable around the school
- To accompany people at particular stages of their journey through life
- To get to know people individually and use every opportunity for contact to the best advantage
- To support the Head Teacher in his/her role as faith leader in school
- To develop the very best ways of developing liturgy, spiritually supporting staff and young people and energising the whole community to support those who are vulnerable
- To work collaboratively with the Diocesan Education Team
- To be available and accompany staff and students of all faiths and none

## **To Chaplain as a leader**

- To support and further develop the spiritual, religious and liturgical life of the school
- To 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.
- 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's year
- To support staff and pupils in their planning, preparation and leading of liturgies and collective worship
- To help with the provision of suitable resources for the prayer life and worship of the school
- To ensure the school environment and displays reflect the school's Catholic Christian identity.
- To promote and care for the Prayer Room/Chapel as a sacred space
- To develop a school retreat programme for pupils
- To 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
- To help with sensitive issues, advising on the Church's teaching
- To mentor and motivate and support the development of staff and students
- To lead liturgies and create the right environment to support this
- To provide advice on highly complex matters and to advise the principal on the spiritual and moral development of young people
- To coordinate the school's local and global charity outreach in support of Catholic Social Teaching
- To liaise with Pastoral area clergy, parishes and local Christian churches and groups
- Prepare and lead Sacramental preparation for students in the sacraments of Reconciliation, First Holy Communion and Confirmation
- To lead reflections and prayers at weekly Staff Briefings and staff inset days.
- To further develop links with Catholic feeder primaries

## **Leading Worship**

- Organising groups, programmes and activities to enable young people to grow personally and spiritually
- Recruiting, training and leading volunteers to assist the work of chaplaincy
- Supporting the Senior Leadership team in policy development , inspections etc
- The person appointed has to be able to operate within the school policies and have the discretion to be able to build new and creative ways of developing the role

### **The Chaplain as educator**

- To support and enhance the RE curriculum, where appropriate

### **The Chaplain as professional**

- To have input into the school development plan, its operation and review
- To advise the Senior Leadership Team, where appropriate
- To challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager who is responsible for the development of the Catholic life of the school
- To engage in a regular process of appraisal with the Head Teacher and RE Governor
- To report to and work with Governors to promote the Catholic ethos and distinctive nature of the school.
- To attend where possible staff meetings and any other meetings as appropriate
- 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

### **PROFESSIONAL DEVELOPMENT**

- Take responsibility for identifying and undertaking appropriate and regular CPD to maintain own knowledge and improve practice
- Undertake any accredited qualifications relevant to the role and undertake any training where this appropriate
- To take part in the school performance management programme
- On the job training

### **OTHER**

Any other duties commensurate with the grade and level of responsibility of this post, for which the postholder has the necessary experience and/or training

### **GENERAL INFORMATION**

The job description details the main outcomes required and should only be updated to reflect **major changes** that impact upon the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve

Job holders will be expected to be flexible in their duties & carry out any other duties commensurate with the grade & falling within the general scope of the job, as requested by management.

## **SAFER RECRUITMENT STATEMENT**

St Peter's Catholic High School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance

For more information concerning the position please contact Kevin McDermott,

[KMcDermott@sphs.uk.com](mailto:KMcDermott@sphs.uk.com)



## **Person Specification – Chaplain**

	<b>Essential</b>	<b>Desirable</b>
Qualifications/ education/ training	<p>Educated to A Level standard or equivalent</p> <p>A communicant member of the Catholic church rooted in a worshipping community</p>	<p>Degree</p> <p>Safeguarding training</p> <p>A level in Religious Studies or other Theological qualification</p>
Skills/abilities	<p>Able to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of individuals whether they are students or members of staff.</p> <p>Ability to plan meaningful and inspiring spiritual assemblies</p> <p>IT skills including ability to produce high quality resources</p> <p>Able to work on own initiative</p> <p>Good organisational skills</p> <p>Willing to work flexibly, including evenings and weekend on occasions, to be available for school activities</p> <p>Committed in supporting the Catholic ethos</p>	<p>Leadership , in an educational context</p>
Experience/Knowledge	<p>A secure knowledge of the distinctive nature of Catholic education</p> <p>A secure knowledge of the Church's liturgical year, its traditions and practices</p> <p>A knowledge and understanding of issues affecting young people.</p> <p>Faith commitment: be a committed and practising Catholic</p> <p>Faith formation: have the potential to further develop the prayer life of students and staff</p>	<p>Experience of working in a school environment</p> <p>Experience of working in a Catholic environment: e.g. parish, school, youth service</p>

	<p>Have a vision for the development of Chaplaincy</p> <p>Experience of working with young people</p>	
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**Recruitment process:**

If you consider St Peter's R.C. High School to be the right school for you, we would very much welcome your application.

Please send your completed **Application Form and supporting Statement via Eteach.**

We look forward to hearing from you.

**Telephone:** 01452 520594

**Email:** [recruitment@sphs.uk.com](mailto:recruitment@sphs.uk.com)

**Closing date:** Tuesday, 17<sup>th</sup> June at midday

**Start Date:** September 2025

**Interview date:** TBC

**Visiting the school:**

You are very welcome to visit the school. Please contact Theresa Magri via [TMagri@sphs.uk.com](mailto:TMagri@sphs.uk.com) to arrange an appointment.

**[www.stpetershighschool.org.uk](http://www.stpetershighschool.org.uk)**