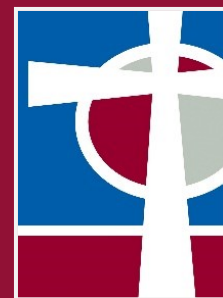


St Gregory's

CATHOLIC SCHOOL



LAY CHAPLAIN

APPLICATION PACK

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Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our secondary school in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and feel called to help us develop our Catholic Life and Mission so that every child grows spiritually, we would love to hear from you.

Kind regards

Phil Byrne
Headteacher
St Gregory's Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents

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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

St Gregory's Catholic School is looking for a driven and enthusiastic practising Catholic to join our flagship Chaplaincy Team as a Lay Chaplain. We are seeking a practising Catholic with a strong personal faith and the capacity to serve the pastoral and spiritual needs of staff and students in our school. The Lay Chaplain will provide witness to the Gospel by sharing in the joys, hopes and the sorrows of members of our school community and will always remind our school community of its Christian purpose. The Lay Chaplain will be expected to support the faith life of our Catholic students, to develop, encourage and strengthen the faith of all members of the school community.

The Role:

School chaplaincy has evolved from being a sacramentally defined ministry to one that is empowered by personal relationship. It is the everyday presence of the contemporary school chaplain that best serves to define the role - a "presence in pilgrimage". In this sense, the "presence" of the chaplain has a triple aspect, which chaplains themselves have defined as:

- the physical presence of "being there for staff and students to come and share with";
- the charismatic presence of being "a witness to the centrality of the spiritual in people's lives";
- the symbolic presence of being "a positive face of the Church" and in so being, encouraging staff and students to "deepen their relationship with God"

And all the while, this nurturing presence is offered "on the move" as students journey through "the most formative part of their own unique way through life" (Felzmann 1984), as with the wider school community they make a pilgrimage towards a deeper relationship with Christ in the world beyond the school gates.

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme
- Generous Pension Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Job description

Job Title: Lay Chaplain

Salary Grade: KR7 (£25,378 - £28,466 FTE) approximately £22,023 - £24,703 pro rata

Hours and weeks 37 hours per week, Term time plus five non pupil days (39 weeks)

Line Manager: Area Lead Chaplain

Job Description

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 their work and witness, will contribute to the spiritual and pastoral care of all members of the school community. They will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. They 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.

This is a reserved post which mean that applicants must be practising Catholics.



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Job description

Duties/Accountabilities

The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and students to live the faith by being involved in projects relating to social justice and global citizenship

The Chaplain as pastor

- 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 Headteacher in their role as faith leader in school
- To play a central role in the pastoral system

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.
- 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 students 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 students
- 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 Chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The Chaplain 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.

Job description

The Chaplain as professional Continued

- 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 their 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

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.



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Person specification

		Essential	Desirable
Training and Qualifications	A minimum of GCSE (Level 2) Grade C/4 in Maths and English	Y	
	A Level 3 qualifications, or practice equivalent in Care, Children or Family Support	Y	
	Commitment to ongoing professional development	Y	
Experience	Relevant experience of work with young people		Y
	Have experience of Youth Ministry in the Catholic Church		Y
	Have experience of leading liturgy and prayer	Y	
	Working knowledge of general school practices and procedures		Y
	Experience of working with young people in schools		Y
Professional Knowledge and Skills	Evidence of continuing professional development	Y	
	Have specific skills in music and liturgy		Y
	Hold a current valid driving licence		Y
	Possess creativity and imagination when leading work	Y	
	Have good interpersonal skills and are able to communicate well, both orally and in writing	Y	
	Are able to develop positive relationships with young people, volunteers, teachers, catechists and clergy	Y	
	Good understanding of the way in which children develop in relation to the role	Y	
	Understand the important of physical, mental and emotional wellbeing		Y
Personal Attributes	Be a committed and practising Catholic	Y	
	Ability to relate to and inspire young people	Y	
	The ability to adapt to changing circumstances and new ideas	Y	
	Are self-motivated and have a good sense of responsibility	Y	
	Are enthusiastic and possess the ability to enthuse others	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	
	Competent IT user	Y	
	Good Organisation skills	Y	
	Ability to manage own time effectively and work to deadlines	Y	
	Ability to follow instructions effectively	Y	
Safeguarding	An Enhanced DBS clearance	Y	
	Understanding of a compliance with all relevant legislation	Y	

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach:

[CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 30 October 2023 at 9:00am

Start Date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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