



Lay Chaplain

Application Pack

[Letter from Headteacher](#)

[About St Gregory's Catholic School](#)

[School vision and values](#)

[School intent statement](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



Every child is known and loved

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 28 academies of which 23 are primary schools and five are secondary schools.

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

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

Every child is known and loved

School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

Every child is known and loved

School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

Every child is known and loved

Job 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.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students and a school wide focus on wellbeing.
- Dedicated and bespoke CPD time for all staff and personal development opportunities
- Access to our Fitness Suite
- Access to Kent Rewards Scheme
- Generous Pension Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Every child is known and loved

Job description

Job Title:	Lay Chaplain
Salary Grade:	KSG £34,421 - £38,304
FTE:	1.0
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.



Every child is known and loved

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.



Every child is known and loved

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	

Every child is known and loved

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 via Kent-teach using [CLICK HERE](#)

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

Closing date for applications: 20 November 2025 at 09:00 am

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.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



Every child is known and loved