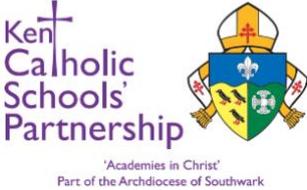


# Chaplaincy Apprentice

## Application Pack



### St Gregory’s Catholic School

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## Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools 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 have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School & St Simon Stock Catholic School**

## Role Description

St Gregory's Catholic School is looking for a driven and enthusiastic practising Catholic to join our flagship Chaplaincy Team as an Apprentice Chaplain with effect from 1<sup>st</sup> of January 2021.

### **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 pupils 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:**

You will receive high-quality formation on a new Chaplaincy and Youth Work Apprenticeship designed by St Mary's University in conjunction with the Archdiocese of Southwark. You will also be mentored by our experienced Area Lead Chaplain (watch this [video](#) to hear from her).

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. We encourage applications from a diverse background to play a part in shaping the future of chaplaincy on our wonderful school, cluster and Trust.

## Application Process

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain a support staff application form or download it from our website [here](#). Please also download and complete the supplementary forms.

Application Deadline: 17:00, 10<sup>th</sup> of December 2021

Shortlisting: 13<sup>th</sup> of December 2021

Interviews: Wednesday the 15<sup>th</sup> of December 2021

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

## 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.

## Job Description & Person Specification

Title	Chaplaincy Apprentice
Salary	KR6 (£20,585 to £22,469) subject to pro rata
Responsible to	Area Lead Chaplain
Hours	36 hours per week
Weeks	Term Time (38 weeks) plus five Inset days (Total 39 weeks)

### Overall Responsibility

This role is designed to give you grounding and formation in Lay Chaplaincy. Alongside existing chaplaincy provision, you will:

- be responsible for serving the community of which you will be a key part.
- undertake training with an accredited provider for 20% of your working time alongside support, formation and on-the-job training from the School and the Diocese.
- work closely with staff and students and will be responsible for supporting existing chaplaincy in those areas.
- have a link mentor/line manager and will not be expected to work independently or in isolation
- take on individual responsibilities as your training develops but this will be mutually agreed with your line manager.
- be based on site at St Gregory's Catholic School, Tunbridge Wells
- work within our school cluster
- undertake a course of academic instruction in partnership with St Mary's University Twickenham alongside your work – with an external end point assessment.

Successful completion of this qualification will result in a Certificate of Higher Education as a Children, Young People and Families Practitioner. Time will be allocated to attend lectures and to complete work towards the qualification.

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

### Duties/Accountabilities

1. To be involved in the planning, delivery and evaluation of chaplaincy provision
2. To work in collaboration with other staff and departments in the delivery of the school mission
3. To carry out tasks allocated by your mentor
4. To adhere to the requirements of the safeguarding policies and procedures of the school and the Roman Catholic Church
5. To maintain a safe environment in accordance with health and safety and to follow School and Trust policies and procedures
6. To take part in regular line management and supervision meetings
7. To nurture and develop the Catholic Life of the school community
8. To undertake training development opportunities related to the post as agreed with your mentor
9. To engage in local and national Catholic events and networks
10. To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post
11. At all times the post holder is required to work within the mission statement and policies of the school and to have regard for the teachings of the Catholic Church

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.

## Person Specification

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
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	
<b>B Experience</b>		
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
<b>C Professional Knowledge and Skills</b>		
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
<b>D Personal Attributes</b>		
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	
<b>E Safeguarding</b>		
An Enhanced DBS clearance	Y	
Understanding of a compliance with all relevant legislation	Y	