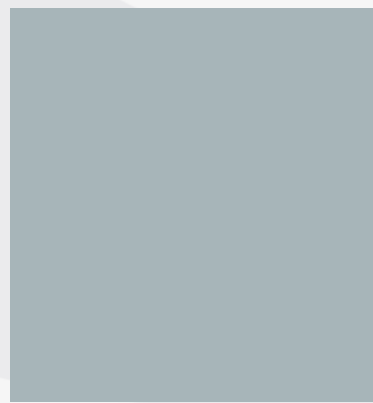




**Holy  
Family  
Catholic**  
Multi  
Academy  
Trust

# **Lay Chaplain Application Pack**



# Letter to Applicants



**Holy  
Family  
Catholic  
Multi  
Academy  
Trust**

Dear Applicant,

## **Lay Chaplain**

Thank you for expressing an interest in this vacancy within Holy Family Catholic Multi-Academy Trust

The Trust was established in 2013 and now has 6 schools. Two secondary schools and four primary schools with three more joining over the coming months. The Trust is soon set to grow to 34 schools in line with the diocesan strategy.

Our aim is to provide a first-class Catholic education for all our students and we do everything to meet this aim. Our vision of formation - inspiration - transformation drives our work and our mission guides all we do every day.

***To develop individual excellence, embrace opportunities and build strong communities with Gospel values at the heart.***

I believe that our Chaplains are central to ensuring the very best spiritual, social, and academic education for all our young people. This role is an exciting step forward for the Trust as we look to develop chaplaincy across our schools.

This vacancy offers a wonderful opportunity for a talented and enthusiastic Chaplain to take their career to the next level. The successful candidate will also be expected to make a positive contribution to the overall development of the Trust and help shape the next phase of our journey.

Thank you again for your interest in this post. I wish you every success in your application.



Andy Moor

**HFCMAT - CEO**

# Job Overview

## Job overview

This is a full-time all year round post.

Holy Family Catholic Academy Trust wishes to appoint a Lay Chaplain to work across schools including St John Plessington Catholic College and St Mary's Catholic College.

The Trust, in conjunction with the Local Governing Bodies, is seeking to appoint committed and practising Catholics who have the experience, motivation, enthusiasm and passion to provide rich opportunities for our young people to encounter God and to deepen their relationship with Him. The role will be split across schools however flexibility will be required depending on the needs of schools at any given time.

Holy Family Catholic Academy Trust is an innovative and expanding multi-academy Trust currently comprising 6 schools across Wirral, Halton and Cheshire west & Chester.

### **The main duties of the role are:**

- To provide spiritual and pastoral support to young people across both schools, providing opportunities for reflection.
- To develop and enhance the spiritual, liturgical and prayer life of the schools.
- To organise and provide opportunities for worship, school liturgies and retreats.
- To develop links between the schools, the Diocese, local parishes and the wider community.

### **The successful candidate will:**

- Be a practising and committed Catholic able to articulate a clear vision for Catholic Life
- Lead by example through having strong moral principles and values and champion the needs of all of our young people.
- Be committed to safeguarding
- Be able to promote and be a model of Catholic values
- Be a good listener and counsellor who shows empathy for those who are struggling for whatever reason.
- Be open to new ideas, be committed to working as part of a team, have a "can do" attitude and have a good sense of humour.

### **We can offer the successful candidate:**

- The opportunity to work within a supportive Catholic Multi-Academy Trust.
- Friendly and committed staff who are supportive and open to new ideas
- Close links and group support from other schools in this forward-thinking Catholic multi-academy trust in this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- A true commitment to Continuing Professional Development
- A commitment to developing music liturgy with a Director of Music to support
- Entry into a competitive pension scheme

### **A range of employee benefits which support your well-being that includes:**

- A confidential Employee Assistance Programme
- Flu vaccination clinics
- Eyecare Vouchers
- Electric car scheme
- Cycle to work scheme

Prospective candidates are warmly invited to visit the Trust and meet with the CEO / Headteachers by arrangement. Please contact Claire Williams by e-mail: [recruitment@hfcmat.com](mailto:recruitment@hfcmat.com) to make arrangements.

# How to Apply

If you would like to apply for the position, application packs are available from the Trust's website: [www.hfcmat/vacancies](http://www.hfcmat/vacancies) You should complete the CES Application Form for Lay Chaplain and in the supporting statement provide evidence of your suitability for the role. Completed forms should be returned by e-mail to **recruitment@hfcmat.com** you will need to read the notes to applicants, privacy notice, job description and person specification and disclosure form.

The Trust is committed to equal employment opportunities regardless of age, disability, marital status, race (including colour, nationality, ethnic or national origin), religion or belief, sex, sexual orientation, gender reassignment or pregnancy/maternity.

Holy Family Catholic Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, satisfactory online/social media checks and appropriate overseas checks and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

Applicants are advised that schools and colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics or individuals who hold a Catholic Certificate in Religious Studies. Where it is not a requirement of the role to be a practising Catholic, applications are invited from individuals committed to supporting the Catholic ethos of the school.

**It is a requirement of this role to be a practising Catholic and there will be Diocesan representation on the interview panel.**

Permanent  
Work pattern - Full Time  
Salary or Hourly Rate - £28,000 - £38,810 per year

## How to Apply!

If you wish to apply for this post, please:

Apply online by the closing date on our vacancies page.

If you would like to arrange a chat to find out more about the role and the Trust, please contact Claire Williams at **recruitment@hfcmat.com** She will arrange a visit if appropriate and a time to speak to the CEO and other relevant staff as appropriate.

Indicative timescales:

**Closing date:** Monday 22nd January 2024

**Interview date:** TBC

**Start date:** ASAP

# Job Description

## Job description

Schools Chaplain (To work across HFCMAT schools)

### Introduction

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 Shrewsbury

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/board of academy directors under the terms of the Catholic Education Service contract signed with the governors/directors 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, Directors 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 Head Teacher 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 – Diocesan Chaplaincy Standards

#### The Chaplain as witness

- Help people to recognise God's love for them and their need of God.
- Inspire through example.
- Encourage staff and pupils to live the faith by being involved in projects (such as the Faith in Action Award) relating to social justice and global citizenship.
- Assist young people and staff in the effective planning, preparation and execution of the liturgy so that each celebration is a catechetical moment as well as a time of personal encounter with Jesus Christ

#### The Chaplain as pastor

- Be visible and approachable across the school communities.
- 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 headteachers in their role as faith leaders within schools.
- Play a central role in the pastoral system.
- Where appropriate, be actively involved in the transition of pupils from Key Stage 2 to Key Stage 3 across the schools.
- Work to foster a cohesive synthesis between faith and life for all members of the school communities, especially addressing the issues relevant in contemporary society.



# Job Description

## **The Chaplain as leader**

- Plan, prepare and lead liturgies and Collective Worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations.
- Support and empower staff and pupils in their planning, preparation and leading of liturgies and Collective Worship
- Support the effective monitoring, evaluation and review of Catholic Life and Collective Worship
- Plan and support regular celebrations of the sacraments, especially the Eucharist
- Support and further develop the spiritual, religious and liturgical life of the schools.
- Offer regular opportunities of prayer for staff and students.
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church.
- Help with the provision of suitable resources for the prayer life and worship of the schools.
- Ensure the environment and displays across the schools reflect their Catholic identity.
- Promote and care for the Chapel(s) (where appropriate) as a sacred space.
- Promote places and opportunities for prayer, silence and reflection within the schools.
- Organise retreats where appropriate, including residential retreats.
- Ensure liturgical resources are adequate and appropriate.
- Celebrate and share the faith life of the schools with the wider community.
- Include the local parishes in school and Trust celebrations, where appropriate
- Play an active role in engaging young people in the life of the local parish(es) and diocese
- Support and promote fundraising and awareness-raising projects, for example CAFOD & CARITAS.
- Contribute actively to CMAT Chaplaincy resources
- Develop and facilitate a chaplaincy team of interested young people who will work collaboratively in building the Catholic ethos throughout the schools.

## **The Chaplain as educator**

- Support and enhance the RE curriculum, where appropriate
- Where provision is made and resources allow, to support the parishes' catechetical programme, where appropriate

## **The Chaplain as professional**

- Avail of opportunities for enhancing his/her own spiritual well-being including attending the annual lay chaplains' retreat
- Help with sensitive issues, advising on the Church's teaching.
- Have input into the school development plans, their operation and review.
- Advise the senior leadership teams, where appropriate
- Challenge and support on the virtues of the Christian life
- Meet regularly with his/her line manager
- Report to and work with governors/directors to promote the Catholic ethos and distinctive nature of the schools.
- Attend, where possible, staff meetings and any other meetings as appropriate
- Develop a good working relationship with the local clergy.
- Engage with Continual Professional Development (CPD) relevant to the role
- Lead school based CPD for staff in relation to the Catholic Life and Collective Worship provision of the schools
- Engage with the CMAT Chaplaincy and Diocese of Shrewsbury Groups and other diocesan agencies by attending meetings regularly and engaging with resources.
- Liaise with diocesan agencies, groups and individuals, where appropriate
- Provide support and assistance in preparing the schools' SEF (Self-Evaluation Form) and other preparations for Catholic School Inspections (CSI).
- Maintain an awareness of and respect for school policies and working procedures.
- Report to the CEO and work with him/her to promote the development of Chaplaincy and Chaplaincy provision within the trust.

# Person Specification

## Person Specification

### [A] Qualifications

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Positive faith reference	A/I/R/SP	E

### [B] Experience

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Experience of working with young people	A/I/R/SP	E
Experience of working in education	A/I/R/SP	E
Experience of leading a broad range of Catholic worship.	A/I/R/SP	E
Experience of contemporary youth culture.	A/I/R/SP	E

### [C] Knowledge, Skills and Abilities

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
Be a model for Catholic values	A/I/R/SP	E
Have excellent communication and interpersonal skills and be able to communicate effectively with young people.	A/I/R/SP	E
An ability to be flexible and creative	A/I/R/SP	E
Resilience	A/I/R/SP	E
Strong organisation skills	A/I/R/SP	E
Excellent listening and counselling skills	A/I/R/SP	E
Able to work strategically	A/I/R/SP	D
Able to create meaningful worship for all.	A/I/R/SP	E

# Person Specification

## [A] Qualifications

CRITERIA	ESSENTIAL / DESIRABLE	SOURCE
To act with the utmost integrity at all times	A/I/R/SP	E
Contribute to the Catholic ethos of the Trust	A/I/R/SP	E
A highly professional approach to their work, including commitment to ensuring excellent standards at all times	A/I/R/SP	E
The ability to motivate and inspire young people	A/I/R/SP	E
A passionate desire to make a difference and raise achievement for all	A/I/R/SP	E
Ability to establish good working relationships and be an effective teamworker	A/I/R/SP	E
Willingness to support pupils in extra-curricular activities	A/I/R/SP	E
Be committed to equal opportunities	A/I/R/SP	E
Willingness to support pupils in extra-curricular activities	A/I/R/SP	E
To uphold all aspects of safeguarding	A/I/R/SP	E
Be willing to undertake training and carry out first aid as appropriate	A/I/R/SP	E
Ambitious to develop career	A/I/R/SP	D
Be willing to consent to apply for an enhanced disclosure and barring service check	A/I/R/SP	E
Relational leader able to inspire commitment, enthusiasm and collegiality from all stakeholders.	A/I/R/SP	E



# HFCMAT Benefits



Access to First Class CPD Opportunities



A confidential Employee Assistance Programme

---



Flu vaccination clinics

---



Eyecare Vouchers

---



Electric car scheme

---



Cycle to work scheme

---



Entry into a competitive pension scheme

# Holy Family Catholic Multi Academy Trust

*A Family of Schools and much  
more...*

Our academies are currently within the local  
authorities of Wirral, Cheshire and Halton under the  
Diocese of Shrewsbury.

