



The English Martyrs
Catholic School and Sixth Form College

RECRUITMENT PACK



LAY CHAPLAIN

CLOSING DATE: 4th March 2024



A Proud Member of
**BISHOP
HOGARTH**
Catholic Education Trust

Per Unitatem Virtus



Diocese of
Hexham & Newcastle



The English Martyrs
Catholic School and Sixth Form College

WELCOME

Head Teacher and Head of Catholic Life (EMS)

Welcome to The English Martyrs Catholic School and Sixth Form College. I am delighted to extend a warm welcome to you on behalf of our entire school community and am pleased that you are interested in working with us.

We are committed to providing a nurturing environment where academic excellence and spiritual development go hand in hand. Our school is not just a place of learning; it's a place where values are instilled, friendships are formed, and aspirations are nurtured. We embrace diversity and celebrate the unique talents of each individual so that each person staff and students can fulfil their potential.

We strive to ensure that our students and staff have a sense of community and our motto of 'Per Unitatem Virtus' means Strength Through Unity. You would be joining a dynamic school community and a supportive network of 35 Trust schools and a wider diocesan family.

We invite you to come and visit so that you can see all that English Martyrs has to offer, from our rigorous academic curriculum to our wide range of extracurricular activities and wider opportunities for professional development.

If you decide to apply be assured that dedicated staff will support you every step of the way as you embark on your educational journey with us. We look forward to welcoming you into our school family and sharing in your successes and achievements.

Sara Crawshaw
Head Teacher

Paul McCarrie
Head of Catholic Life (EMS)



— DIOCESE OF **Hexham & Newcastle** —
DEPARTMENT FOR EDUCATION



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WELCOME

Head of Catholic Life (Trust)

Hello, I'm Andrew Gardner, Head of Catholic Life for the Bishop Hogarth Catholic Education Trust. Welcome to the English Martyrs School and Sixth Form, where our ethos is defined by placing Christ at the centre and keeping children at the heart of all we do.

Joining our Trust means being part of an environment that values both educational excellence and spiritual development. You'll be supported by Paul McCartie, our Head of Catholic Life at English Martyrs, alongside the RE department and wider school chaplaincy team. We also have a team of Lay Chaplains working in our other four secondaries schools, who collaborate to provide resources and best practices. Regular meetings with the diocesan team of chaplains also enhance our mission, ensuring a nurturing and spiritually rich workplace.

We're excited about the prospect of welcoming you to our community. As Pope Francis beautifully stated, 'Let us thank all those who teach in Catholic schools. Educating is an act of love; it is like giving life.' This sentiment echoes our commitment to not just educate, but to inspire and give life through our teachings.

We look forward to sharing more about how we bring this vision to life in our schools.

Andrew Gardner
Head of Catholic Life (Trust)



— DIOCESE OF **Hexham & Newcastle** —
DEPARTMENT FOR EDUCATION



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JOB ADVERT

**THE ENGLISH MARTYRS CATHOLIC
SCHOOL AND SIXTH FORM
COLLEGE**

CHAPLAIN

Band 8 (SCP 12-15)

£23,412 - £25,194*

Full time Term Time plus 10

Part-time hours will be
considered.

Permanent

Closing Date:

4th March 2024

Interviews:

14th March 2024

***(For more than 5 years service)**

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

As an employee of Bishop Hogarth Catholic Education Trust you may work from time to time in one or more of our Academies.

The Directors of Bishop Hogarth and Governors of English Martyrs have an exciting opportunity for a Lay Chaplain to join The English Martyrs Catholic School and Sixth Form College.

Applications are invited from practising and committed Catholics, who are passionate, dedicated, innovative and motivated for this role.

The appointed person will demonstrate the ability to create a nurturing environment, together with a commitment to bringing out the best in every student.

Dedicated staff and wonderful students make The English Martyrs Catholic School and Sixth Form College a great place to work. We are an oversubscribed school that consistently sets high standards for behaviour, promotes Catholic/Christian values and focuses on striving for excellence for all our students.

We can offer you:

- excellent care and support for all staff;
- an opportunity to contribute to and further develop the partnership of schools within our Trust;
- a positive and stimulating school climate which values the contribution of all staff;
- friendly students, supportive parents and a welcoming environment.

We are proud to be part of the Bishop Hogarth Catholic Education Trust, across Darlington, Durham, Hartlepool and Stockton-on-Tees. This is an exciting time to join our school.

Visits to the schools are warmly welcomed and positively encouraged. For further information, to arrange a school visit please contact Nicola Denham, School Business Manager on 01429 273790 or via recruitment@ems.bhcet.org.uk

Application forms are available at:

<https://bhcet.org.uk/job-vacancies>

and can be returned to recruitment@ems.bhcet.org.uk or by post to Mrs S Crawshaw, The English Martyrs Catholic School and Sixth Form College, Catcote Road, Hartlepool, TS25 4HA.

"Chaplain" refers to both ordained and lay Chaplains."



The English Martyrs
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JOB DESCRIPTION

Secondary School Chaplain

The English Martyrs Catholic School and Sixth Form College



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 Hexham and Newcastle. 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 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.



— DIOCESE OF **Hexham & Newcastle** —
— DEPARTMENT FOR EDUCATION —



CORE RESPONSIBILITIES

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 pupils 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 Head Teacher in his/her 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 pupils in their planning, preparation and leading of prayer and liturgy
- 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 pupils
- 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





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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.
- 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 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
- To be fully committed to all safeguarding policies and practices





PERSON SPECIFICATION

Secondary School Chaplain

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the parish and Diocese	A/I/R
	E5	Leading school prayer and liturgy	A/I
QUALIFICATIONS	E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	A/CC
EXPERIENCE AND KNOWLEDGE	E7	Experience of chaplaincy work or equivalent	A/I/R
	E8	Experience of working in a secondary school	A/I/R
	E9	Experience of working as a Catechist	A/I/R
	E10	Experience of leading prayer and liturgy	A/I/R
	E11	Knowledge of church traditions, practices and rituals	A/I/R
	E12	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E13	Ability to communicate effectively to a range of audiences and in a range of media	A/I/R
	E14	Ability to build and maintain effective relationships	A/I/R
	E15	Ability to prioritise, plan and organize themselves and their work	A/I/R
	E16	Ability to develop effective teamwork	A/I/R
	E17	Ability to work on their own and as part of a team	A/I/R
	E18	Personal enthusiasm and commitment	A/I/R
	E19	An understanding of the role of the secondary school chaplain	A/I/R



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PROFESSIONAL ATTRIBUTES	E20	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
CONFIDENTIAL REFERENCES AND REPORTS	E21	A positive and supportive written faith reference from a priest where the applicant regularly worships	A/I
	E22		A/I
	E23	A positive recommendation from current employer A second professional reference	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Degree	A/CC
	D3	Professional development or training undertaken in preparation for chaplain in a Catholic School	A/CC
	D4	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

