



SCHOOL CHAPLAIN

Required as soon as possible

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-7

NOTRE
DAME
SCHOOL



THE SCHOOL

Set in 26 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18th century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with approaching a thousand children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350, as well as new all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence.



HERITAGE AND ETHOS

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17th century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking school we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.

OVERVIEW

The Chaplain supports the Catholic identity of Notre Dame School and the distinctive ethos of St. Jeanne de Lestonnac while maintaining an open and ecumenical attitude to those of other faiths. The Chaplain works to develop the school as a community. Within the community of Notre Dame, the main source of unity is the person and mission of Jesus. Through prayer, sacrament and witness, the Chaplain brings Jesus to the life of the school and all its members, fostering the spiritual development of students, staff and all the families involved with the school, providing a diversity of programmes, formation and activities to foster integral growth. He or she takes special responsibility for preparing and organising acts of corporate worship, school liturgies, feast days, prayer groups, retreats and days of reflection and will seek the support and cooperation of the local clergy, as necessary. He or she provides resources to enable members of staff and students, as well as clergy, to take an active part in promoting the spiritual life of the whole school community. The School has a distinctive but inclusive Catholic ethos.

The Chaplain works with other members of staff and students to build a deeper sense of communion by a cheerful presence, care and willingness to listen in depth and then to pass information to the relevant person as required. The Chaplain accompanies and supports those in the community who are suffering in any way, both personally and in their families. He or she encourages those who are celebrating the joys and hopes of being young and fosters their deepening sense of their own self-worth, the meaning of life and personal integration. An essential feature of Pastoral Care is relationships based on gospel values, relationships that are built on respect for each person as being created by God, thus helping to build a "Witnessing Community".

The profile of the Chaplain at Notre Dame School is based on the directives of the Diocese of Arundel and Brighton and the ethos and pastoral orientation of the Company of Mary Our Lady.

The Chaplain, supported and assisted by the Team, has the responsibility to ensure that the principal responsibilities (listed below) are fulfilled.



THE ROLE

Function of Post

To work with the Chaplaincy Team and school staff to promote and maintain the Catholic identity and spiritual values of the school in accordance with the ethos of the Company of Mary Our Lady. To take a lead in the liturgical life of the school and to ensure the pastoral needs of students and staff are met, whilst helping to build links between the school, parish, home and other schools of the Order.

Important Relationships: The Sisters of the Company of Mary Our Lady
Lestonnac Committee
Head teachers of the Preparatory and Senior Schools
Heads of Pastoral Care of the Senior and Preparatory Schools
Head of Pre-Preparatory
The Senior Leadership Team of the Whole School
Theology Department

Principal Responsibilities:

- Be a focal point for spirituality in the school, in accordance with St. Jeanne de Lestonnac's ethos and the Company of Mary Our Lady tradition.
- Be visible and approachable around the school for pupils and staff and get to know members of the school community.
- Be available for any member of the school community if and when needed.
- Co-ordinate, prepare and lead days of reflection and other spiritual activities, making use of the methodology of Art, Humanism and Spirituality, appropriate to the age and understanding of the participants, organising outside speakers if necessary.
- Co-ordinate, develop and prepare liturgical experiences and events for tutor groups, year groups and the whole school, including the Preparatory and Senior School assembly rota, and maintain a record of themes covered in whole school assemblies.
- Develop suitable activities to mark and celebrate major feasts and seasons of the Church, as well as the significant events in the life of the school and the traditional feast days of the Company of Mary Our Lady schools.
- Liaise with other areas of the school (for example, performing arts and theology) to support liturgical and spiritual experiences.
- Develop opportunities for pupils, in line with other Company of Mary schools, which foster solidarity, encouraging faith in action and raising awareness of justice and peace issues.
- Plan and coordinate the school's annual fundraising activities for the chosen charities, including the Company of Mary our Lady charity ODNs Cobham Outreach.
- Liaise and cooperate where possible with local faith communities (to which our members belong) for mutual support in the faith development of our young people.
- Develop a collaborative style of ministry that encourages a team approach.
- Encourage and assist staff to support the Catholic ethos of the School, for example with tutorial prayer and assemblies, helping to provide both individual and communal materials as needed.

- Provide suitable common themes and resources for daily prayer at morning registration.
- Contribute to the induction of new members of staff as appropriate.
- Undertake self-evaluation exercises as Chaplaincy and comply with the school's evaluation and performance management procedures.
- Present a report each term to the Lestonnac Committee, to be passed on to the Governors.
- Attend open events, school functions, INSET sessions, staff meetings and parents' information meetings as appropriate.
- Oversee the good order of the Chapel and liaise with the Sacristan.
- Be involved where appropriate and where directed in the curriculum.
- Undertake such other duties as may reasonably be required by the Headteachers.
- Maintain contact with other school chaplains in the Diocese by participating in the Diocesan Chaplains' meetings
- Running the Parents' Prayers and Staff Prayers groups
- Support and encourage the students to participate in Diocesan activities and events (Lourdes Pilgrimage, Diocesan Youth Gather, Deanery events, etc.)
- Play an active part at Governors' Lestonnac Committee meetings, including preparing a detailed report covering both prep and Senior Schools in advance of each meeting
- Organise opportunities which contribute to the spiritual development and formation of staff as required (staff prayer, retreat days).
- Training and mentoring the Servers team
- Keeping the Twitter account up to date
- Writing the weekly Chaplain's corner in the newsletter
- Manage the budgets for chaplaincy, feast day, fundraising and the sacristy
- The chaplain prepares welcome packs for new staff
- Assisting with the programme for the Bordeaux Pilgrimage and the staff retreat day
- Arranging for the annual Book of remembrance
- Arranging the Parents' Advent Service
- Organisation and set up and liturgy for the fortnightly 8.00am masses

Chaplaincy Services and Activities

The main focus of the work of the Chaplaincy is the students. The Company of Mary has a pastoral project for young people, in its own tradition, called Art, Humanism and Spirituality (AHS/AHE). It flows from and complements the Company of Mary Educational Project. AHS may be described as the art of living and expressing the experience of God in life. Art makes dialogue possible, without the need of words, and thus fosters bonds between different cultures and languages. Humanism gives priority to the human person and encourages us to contribute to our world by working for a better future for all. Spirituality involves the deepest dimension of our being. It makes us aware that we are God's creatures and moves us to offer our hands to build his Kingdom. In its work with the girls, the Chaplaincy follows the principles and methodology of AHS.

Celebrating a Year in the Life of the School

The liturgies and activities listed below reflect the role of the Chaplaincy in the school. They may vary according to time and circumstances.

Whole School - Special Celebrations – Preparation and organisation of Masses and celebrations:

- The feast of the Presentation of the Child Mary - 21st November
- The feast of St. Jeanne de Lestonnac - 15th May
- Carol Service

Whole School:

- Start of term INSET day staff Masses

Senior School - Keeping the Flame Alive:

- Mass at the beginning of each term
- Ash Wednesday Service
- Lenten Service at the end of the Spring Term
- Service for Year 11 and 13 before study leave
- Leavers' Mass
- End of Year Service
- Twice weekly Assemblies
- Weekly Year Assemblies
- Days of Reflection for each year group
- Christmas reflection at the end of the Autumn Term
- Marking confirmation as a special event for students who have been confirmed in their parishes
- Year 7 parents and students service on induction day

Preparatory School - Keeping the Flame Alive:

- Mass at the beginning of School year (Harvest Mass)
- Mass at the beginning of the Spring Term
- Ash Wednesday/Easter Service
- Mass for pupils who have made their First Communion
- Weekly Assemblies (*Junior/Infant/Short upper Junior/Lower Junior*)
- Year 6 end of the year celebration
- Assisting Infant Christmas Nativity
- Prayer/Reflection times with each class, each term
- First Holy Communion celebration for those students who have been made their First Communion in their parishes
- Nursery Christmas service

Reaching Out To Others

Senior School

- Charities' Committee
- Visiting the elderly in Whiteley Village
- Advent collection of goods for the Cardinal Hume Centre for the homeless
- Tea Party for Senior Citizens at Christmas Production
- 'Rich /poor' meal' in Lent to raise awareness of social inequality
- Development of a volunteering Project either in the UK or overseas (experience of voluntary service for 6th form)
- Lourdes Pilgrimage (voluntary service for 6th form, organised by the Diocese)

School Leavers

- Company of Mary Our Lady opportunities may be arranged in liaison with the Sisters

Preparatory School

- Fund raising for Charities
- Food brought to school for the Harvest Mass is distributed to those in need
- Boxes with suitable gifts for boys and girls are given for families in need

Student Involvement in Pastoral Care

Big Sisters

- Girls from years 11, 12 and 13 help and support younger girls coming into year 7

Peer Mentors

- Girls from years 10 and 11 who receive special training and are available to younger girls who may approach them with a difficulty or problem

Sixth Form Chaplaincy Reps

- The Chaplaincy Reps support the work of the Chaplain in the school, organising fundraising for the chosen Charities, helping with the liturgy and assemblies, as well as leading other activities.

Chaplaincy Room

- The Chaplaincy Room should be planned to have a comfortable, welcoming environment, with suitable religious items and other ornaments to create an ambience conducive to the aims of the Chaplaincy.
- The Chaplaincy will have a small reference library on Christian Doctrine, Spirituality, etc.
- There will also be suitable resources available for Chaplaincy activities.
- Maintaining the three notice boards in good order

Confidentiality

Pupils may share sensitive information with the School Chaplain. If it is a matter relating to a child protection issue, this information must be shared with the Designated Safeguarding Lead. It is therefore very important for chaplains not to promise total confidentiality to pupils when potentially sensitive matters are discussed.

The over-riding principle in all these matters is the duty of care owed to the pupil by the school. However, parents and others have subordinate rights to be informed of matters affecting pupils. When faced with such difficulties, the Chaplain should have access to advice on how to proceed, either from within the school or from the Diocesan Director of Chaplains.

General Expectations

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

Health and Safety

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Qualification and Training	<ul style="list-style-type: none"> You will have a degree in theology or religious studies, or other experience or qualification that suits you to a chaplaincy role in the Roman Catholic Church e.g. Youth work.
Experience	<ul style="list-style-type: none"> You will be a baptised and practising Roman Catholic committed to the spiritual and personal development of young people Experience of working in school setting is desirable
Professional Skills	<ul style="list-style-type: none"> You will have the skills to engage effectively with staff in an education setting so as to work to the common goal of supporting our young people You will have good administrative and organisational skills, including scheduling events, making bookings, arranging itineraries and timetables, obtaining and conserving resources, delegating responsibilities and providing clear briefings and instructions. You will work well in a team, so that you are able to work effectively with the Assistant Head (Pastoral) in the Senior School and the Pastoral Director in the Prep School.
Personal Skills	<ul style="list-style-type: none"> You will enjoy the company and challenge of young people, and have an easy and humorous manner which combines openness and engagement with challenge and formality. You will have a passionate conviction and a clear personal philosophy which supports the ethos of the School High standards of personal integrity and the ability to maintain professional boundaries and to exercise discretion. You will have an ability to motivate and make strong, resilient relationships with young people You will have good social skills, both with young people and also with adults (parents and staff), showing flexibility where needed but also the accountability and a high degree of reliability and formal organisation required in a school context. You will have a good sense of the Church's liturgy and be able to recruit and enthuse large numbers of students to take part in school worship. Competence in music would be a welcome skill. You will be confident in leading large and small, formal and informal, groups of pupils and adults. You will be an 'ideas person' who has a genuine passion for finding new ways of enthusing and encouraging students on their journey of faith. You will have the freedom and willingness to work flexibly, including in the evenings to be available for school events and activities as needed.

Benefits of Service

Term Time Only

Salary: Competitive. Based on skills and experience.

Hours of work: Full time, term time only except for specific holiday projects in the summer

Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged
- There is ample opportunity to take on additional responsibility

Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking
- School Nurse on site

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch and refreshments are available throughout the working day



Selection Process

Please complete an application form and an accompanying letter outlining your suitability for the post; you may wish to include a brief CV.

Close date for application: 9am, Monday, 11th December 2017

All applicants will receive an email to confirm receipt of the application form.

Shortlisted candidates will be interviewed by senior members of the School, lead and participate in an activity with a group of pupils and take a tour of the school.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

Applications to:

Human
Resources
Department
Notre Dame
School
Burwood House
Convent Lane
Cobham
Surrey KT11 1HA

Email:
[HR@notredame.
co.uk](mailto:HR@notredame.co.uk)

Any questions,
please contact
HR on 01932
589092.

