



Application Pack

Lay Chaplain



Role	Lay Chaplain
Salary	£31,586 pa (NJC scale point 20) Pay award pending April 2025
Contract	Full-time 37 hours per week 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm on Friday with 30 minutes for lunch each day Part-time will also be considered
Closing Date	Wednesday 23 April at 10am
Interview	Tuesday, 29, April 2025



OUR MISSION STATEMENT

**I am the Way
The Truth
And
The Life**

(John 14:6)

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and “seekers of truth”
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God’s Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

Love and speak the truth – at all times

(Mary Ward)



OUR SCHOOL AIMS

WE AIM TO BE A PLACE OF LEARNING IN WHICH STUDENTS CAN:

- 1 achieve their full potential, spiritually, intellectually, morally, physically and emotionally
- 2 experience and enjoy success
- 3 gain a positive view of themselves and a courteous appreciation of others
- 4 develop skills, knowledge and understanding to make a constructive contribution to society
- 5 appreciate the benefits of education and its relevance to their place in the outside world
- 6 develop a sense of community
- 7 develop lively and enquiring minds and the ability to think rationally
- 8 appreciate human achievements and aspirations
- 9 understand issues of right and wrong.

THE PARENTS/CARERS OF EACH STUDENT WILL:

- 1 Support the Catholic Ethos of the school and encourage participation in opportunities for faith development
- 2 Ensure the student goes to school regularly, on time, properly equipped and in full correct uniform.
- 3 Inform the school at the beginning of every absence
- 4 Make the school aware of any concerns or problems which might affect her work or behaviour
- 5 Support the student in homework and other opportunities for home learning, including providing a place for study.
- 6 Attend parents' evenings and discussion about the student's progress
- 7 Get to know about the student's life at school
- 8 Use and encourage responsible access to the internet both at home and school

TO ACHIEVE THESE ENDS THE SCHOOL WILL:

- 1 recruit, support and develop teams of effective and committed staff
- 2 take into account and develop individual abilities and talents and acknowledge difficulties



- 3 encourage regular attendance and high personal achievement
- 4 ensure a broad, balanced and coherent curriculum
- 5 provide a supportive pastoral framework which values good behaviour, encourages good relationships and recognises a wide range of experiences both inside and outside the classroom
- 6 work in partnership with parents
- 7 regularly monitor, evaluate and aim to improve.



MRS BEEVER - HEADTEACHER

Dear colleague,

Thank you for expressing an interest in the post of Lay Chaplain at Loreto Grammar School. This is a unique position and I am seeking to appoint a person who has a passion for working with young people and helping their spiritual development. The person appointed will be a practising Catholic and will have a strong commitment to Catholic education. They may be someone who has had experience in a school context or not. The passion to accompany young people and to help them flourish in their faith development is essential.

Our particular Loreto charism has its root in Ignatian spirituality and the life and example of both Mary Ward and Teresa Ball (the founder of Loreto Schools). It is expressed in our Vision, values and philosophy of education document and in our Loreto Chaplaincy documentation. We believe that *"our spirituality finds particular expression in the work of chaplaincy. It has an important role in helping students to strengthen their relationship with God through prayer, liturgy and action and in helping them to reflect on their hopes and fears, their dreams and gifts"*

The successful candidate will join a happy and engaged school community, the wider English network of Loreto schools and indeed the international context of Mary Ward schools. We were awarded 'Outstanding' status in the most recent Ofsted Inspection (September 2022) and Denominational Inspection (March 2019). We are proud to have been named the North West State Secondary School of the Year for 2025.

There will be ample opportunity to contribute fully to Loreto life and to play an active role in the wider Loreto community, including the Loreto English Education Network (LEEN) Chaplaincy group.

I trust that you will take whatever opportunity you can to discover whether this is the right situation for you, as indeed we hope to be thoroughly convinced that you are the right candidate for Loreto. Please do not hesitate to contact me at the School during term-time should you wish to discuss any aspect of this post prior to applying.

I look forward to receiving your application and thank you for your interest.

With kind regards,

J Beever (Mrs) MA
Headteacher

OUR SCHOOL

Loreto is a Roman Catholic Grammar School for girls, with Academy status, situated in the popular market town of Altrincham in the borough of Trafford, close to transport links including train and tram stations. The school is heavily oversubscribed, and there are currently 1072 girls on roll. Most of the girls come from Trafford, with others from the neighbouring Authorities of Manchester, Stockport, Cheshire and Warrington.

It is a wonderful school in which to learn and work, a school which is rooted in a rich tradition, whilst at the same time, very forward looking and keen to keep apace of appropriate educational development. We provide an outstanding curriculum, a curriculum which is carefully planned and consistently reviewed to meet the needs of the girls at every Key Stage and one celebrated by Ofsted in September 2022.

We have a dedicated and passionate group of staff who are experts in their individual specialist areas. The hallmark of colleagues at Loreto Grammar School is their willingness to go the extra mile for the girls and their commitment to this community. The extra-curricular life here is extensive. The girls rise to the academic challenge and appreciate the positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to, for example, social justice issues and service to others. We aspire to fulfil the girls in our care in developing them spiritually, academically and physically in a happy, supportive and enthusiastic environment where each is recognised for her intrinsic worth.

The Governing body comprises Loreto Sisters, parents, former parents and staff. They are passionate about this community, committed to it and rigorous in holding us to account. They are fully engaged in School life.



We have a proud history of partnership work. For example, the Loreto Grammar School – Lead partner programme through the Teacher Development Agency and in conjunction with Manchester University. We are a member of the Specialist Schools Trust Leading Edge partnership, a Gifted and Talented network.

Loreto Grammar School is proud to be part of the Loreto Education Trust (LET) and members of a strong International Loreto network. We acknowledge the far-reaching work of the Sisters who are active in their support of the school as Trustees and support education in England through the Loreto English Education network (LEEN). Our work is rooted in the Vision, Values and Philosophy of Education of Loreto schools and the values of sincerity, excellence, truth, freedom, internationality, justice and joy underpin all that we do. We support the work of Loreto International in India and Albania, in particular.

Parental engagement is extremely high and our parents are very active in their support of the work of staff and school and our Parents' Association, the LPA, regularly raise in excess of £12,000 per annum for the school

Our academic results are excellent, and our students achieve consistently at the highest levels, meaning that we feature consistently in The Times 100 schools. In December 2024, we were delighted to be awarded the title of The State Secondary School of the Year in the North West in recognition of this. In 2024, the cohort achieved outstanding results. 87% grades were at A*- B at Advanced Level, 45% of grades were awarded at A* to A and 32% of students achieved 3 or more subjects at grades A*/A. At GCSE, 76.5% of all results were awarded at grades 7 to 9. Our Progress 8 score for 2024 is 1.07.



Our Ofsted Section 5 inspection in September 2022 stated:

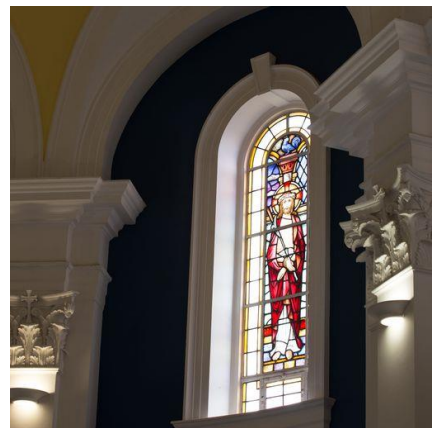
"Loreto Grammar School is an inspirational place to be."

"Enabling pupils to become their very best self is at the heart of leaders' vision at Loreto Grammar School."



Our Denominational Inspection report in of March 2019 notes that:

"Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the school are all confirmed by this Inspection as outstanding. The core values of the school are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement."



In short, Loreto is a welcoming and happy community and an exciting and stimulating professional environment in which to work.



OUR SIXTH FORM

The Sixth Form is integral to school life, whilst students enjoy separate privileges and distinct spaces in School, they play an active and vital part in the school community.

The overwhelming majority of students stay on here post 16, and every year places are offered to a number of applicants from other schools. We have capacity for 280 students in the Sixth Form. We offer a very broad range of A Level subjects and the majority of girls go on to Higher Education, with nearly two-thirds of our cohort pursuing their studies at Russell Group institutions. Students aim high and we support them in a range of competitive applications for vocational, academic and creative undergraduate courses at the top higher education establishments in the UK. Of late, there has been an increasing interest in graduate calibre apprenticeships and school leavers' programmes.

The world in which we live measures success predominantly in terms of examination results. In a grammar school it is important that we challenge the girls to succeed in this domain; nonetheless, central to our core aspirations is the conviction that, in the words of Pope John Paul II "the promotion of the human person is the goal of the Catholic School". We have actively committed a generous proportion of curriculum time to such development through tutor time and our Aletheia programme, encompassing reflection and discussion of the greater questions of life. We believe this to be vital in the increasingly complex and challenging world in which the girls live.

Work experience, volunteering and community service are key elements in the development of students' responsibility and resilience. In normal circumstances, students benefit from work experience placements on a weekly basis as part of the Sixth Form Enrichment programme. Alternatively, students can increase their study skills and independence by working towards the Extended Project Qualification, typically a group of 60 Year 12 students.

Many students take part in the National Citizenship Scheme, and through that we are able to foster links with our community and partner primary schools by volunteering and mentoring. The Duke of Edinburgh programme is also a popular extra-curricular activity. Every year, Sixth





Formers establish teams for the Young Enterprise initiative and they create, produce and market their ideas in partnership with local businesses. This gives them the opportunity to operate in a real business environment.

Our Chaplaincy group is active, leading whole-school projects of social justice and awareness. It is led by Sixth Form students who plan and organise events and represent the school at national events such as the FLAME conference. Every year, a group of our Sixth Formers travel to Lourdes with the diocesan pilgrimage group and 14 have trained as Eucharistic Ministers in School in order to serve both our community and their local parishes. Inspired by their studies and the spirit of justice and freedom, Sixth Form students work to become official Holocaust Memorial Ambassadors. They independently organise and lead events and an annual campaign around Holocaust Memorial Day in January.

Internationality is one of our seven school values and we have a responsibility to instil a global outlook in our young people. Links with our sister schools across the globe are particularly important to our community.

***“Students are self-motivated, independent and show
a quiet determination to be the best that they can be”***

Ofsted, September 2022



THE POST

Job title	Lay Chaplain
Line Manager	Headteacher
Grade/Salary	£31,586 pa (NJC scale point 20) Pay award pending April 2025
Hours of work	Full-time 37 hours per week 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm on Friday with 30 minutes for lunch each day Part-time will be considered
Contract	Permanent post with a sixth month probationary period
Team	Support staff

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 Loreto Sisters (Loreto Education Trust) within 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 she or he will ensure that the school is distinctively Catholic in all its aspects.

This appointment is with the governors of the School under the terms of the Catholic Education Service contract signed with the governors 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 Loreto Education Trust 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 in the context of the specific nature of Loreto Chaplaincy, details of which accompany this pack. In the national standards document, "Chaplain" refers to both ordained and Lay Chaplains. The Chaplain, through her/his work and witness, will contribute to the spiritual and pastoral care of all members of the school community. She/he will have a central role in implementing the school vision statement and work with the Headteacher in leading and developing the Catholic life of the school. She/he 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:

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 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, plan for the celebration of Mass and the sacraments regularly in school with Father Ned Wall and other 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 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 Chapel as a sacred space and the heart of Loreto
- 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

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 Loreto Chaplaincy group, attending meetings regularly.
- To be a member of the COAST Diocesan Chaplaincy Group, attending meetings regularly
- To liaise with other agencies, groups and individuals, where appropriate

General duties (generic for all Support Staff)

- To be aware of and comply with all school policies and procedures, including child protection, health and safety, confidentiality and data protection, whilst carrying out duties and responsibilities, reporting concerns to an appropriate person.
- Co-operate with the Headteacher in the fulfilment of the objectives of the school Health and Safety policies including taking reasonable care of your own health and safety and reporting sickness, accidents, unsafe working conditions, practices and dangerous occurrences.
- To take responsibility for promoting and safeguarding the welfare of children and young people
- To participate in the school's Support Staff appraisal process, as appropriate
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management, this includes maintaining personal and professional development to meet the changing demands of the job.
- To play a full part in the School community to support its ethos and values.
- Maintain confidentiality at all times.
- All colleagues are required to comply with the Staff Handbook which is updated every year.
- To undertake such other duties, commensurate with the post, which your line manager, or other members of the Senior Leadership Team, may reasonably and occasionally require, including working evenings and covering for absent colleagues.
- All colleagues are required to operate under the specific direction of the Headteacher.

The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.



This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Line Manager, Headteacher or her representative.

REMUNERATION AND BENEFITS

- A shared vision to provide the best overall learning experience for all the students
- Ample professional development opportunities
- A supportive working environment through the Loreto community and its wider context
- Students who are full engaged and committed learners
- Full-time permanent contract
- Although some holiday working will be required, there is not a requirement for the post holder to be in school all year round
- Available from September 2025
- £31,586 pa (NJC scale point 20)
- Additional 5 days' holiday pay after 5 years of service
- Free on-site parking
- Optional membership of the Greater Manchester Pension Fund
- Located in the popular market town of Altrincham, close to transport links including train and tram stations.



SAFEGUARDING

Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.



APPLICATION PROCESS

This is a permanent contract to start in September 2025. The following relevant documents are on our website www.loretogrammar.co.uk

- Application pack
- Advert
- Application form
- Recruitment and Selection Procedure – Guidance Notes for Support Staff Applicants
- Recruitment Monitoring Form
- Ofsted Inspection Report 2022
- Shrewsbury Diocese Section 48 Report 2019
- Vision and Values and Philosophy of Education document

Please refer firstly to the 'Recruitment and Selection Procedure - Guidance Notes for Support Staff Applicants' on the website. Should you decide to apply for the post, please complete the application form and Recruitment Monitoring Form, accompanied by a supporting letter addressed to Mrs Beever, Headteacher. Your letter should not exceed 2 pages of A4 in length but should address:

- The key elements that should shape chaplaincy in this Catholic school
- Your vision and experience for this role.

The closing date is **Wednesday, 23 April 2025 at 10am**

Interviews will take place **on Tuesday 29 April 2025**

If you have not heard from us by **28 April 2025**, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we receive for our posts, we are unable to provide feedback on unsuccessful applications. Candidates invited to selection interviews will be offered feedback.

CONTACT US

Headteacher	Mrs J A Beever MA
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Website	www.loretogrammar.co.uk

