



LAY CHAPLAIN/CHAPLAIN ASSISTANT
Bishop Milner Catholic College, Dudley
&
Stuart Bathurst Catholic High School, Wednesbury

Grade 6 (£22,328 - £24,469 actual)

37 Hours per week, 41 weeks

Flexible/Term Time working would be considered.

Required for September 2023

The St John Bosco Catholic Multi-Academy are seeking to appoint a Lay Chaplain or Chaplain Assistant for September 2023 to work across our two secondary schools within the multi-academy which are based in Dudley and Wednesbury, Sandwell.

Our Mission

We nurture the unique God-given talents of every individual, providing a quality, distinctively Catholic education to our diverse community.

Following the success of our current Lay Chaplain, who is soon to embark on a teacher training course, we wish to continue to inspire and support the spiritual and prayer life of our secondary schools where Christ is always at the centre of all that we say and do.

The successful candidate will be passionate in communicating and sharing their love of the Lord, whilst working in conjunction with our Chaplains, Senior Leaders, R.E Departments and Student Chaplaincy Teams in both schools. You will also have the exciting opportunity of working with colleagues in our six primary schools. Your working week will be split evenly between the two schools over a two-week period (e.g. 3/2 days & 2/3 days) unless there is a significant event or celebration taking place at a particular school which requires more of your time. Any travel costs between schools during a working day can be claimed and reimbursed.

This role would suit somebody who has a passion for working with children, is ambitious, has good communication skills and who wants to make a difference in Catholic education.

Further details are available from Miss Laura Bayliss.

Telephone: [01384 889422](tel:01384889422) ext 154 or Email: recruitment@sjbca.co.uk

Visits to the schools are most welcome.

See our websites at www.bmilner.dudley.sch.uk and www.stuart-bathurst.org.uk

Closing Date: June 12 2023, midday 12pm

Interviews: Thursday 15 June or Friday 16 June (tbc)

St John Bosco Catholic Academy is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE, paragraph 221, states as part of the shortlisting process schools and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior or at interview

St John Bosco Catholic Academy, Burton Road, Dudley DY1 3BY

t 01384 889422 **e** info@sjbca.co.uk **w** www.sjbca.co.uk



PART OF ST JOHN BOSCO MULTI ACADEMY COMPANY

08608177 (registered in England and Wales). Registered office: Burton Road, Dudley DY1 3BY

Job Description – Lay Chaplain

Duties and responsibilities:

- The person appointed to this post must operate according to the official teachings and practices of the Catholic Church, whilst being responsive to other faiths.
- To make our secondary schools places which reflect our Christian commitment and Catholic mission.
- To promote and develop the centrality of Christ, co-operating with our school Chaplains/Priests, especially in the Eucharist and the Chapels.
- To help our Catholic secondary schools in the task of fostering a synthesis between faith and culture; communicating on a regular basis with school leaders and other teaching/support staff regarding the spiritual life of our students.
- To aid in the preparation, implementation and review of the schools and MAC developments plans, with a specific emphasis on Catholic Life.
- Supporting teachers and support staff through the use of resources and in-class support to enhance and develop Christ's teachings.
- To assist in making the Chapels in each school a place of quiet reflective prayer and always respectful of the Blessed Sacraments in school.
- In liaison with the R.E Departments/Priests/Chaplains/Student Chaplaincy Teams arrange the celebration of the Sacraments in each school.
- In collaboration with the senior leaders who are the 'Person in charge of Catholic Life' (PICCL) in each school, ensure that each school has visual representation of the liturgical seasons.

Working with Students, Staff, Parents and Carers:

- To be personable and linked to clear communication skills, assist in the building of our schools and wider communities.
- To support students who volunteer to play an active role in our collective worship.
- To undertake a range of responsibilities regarding identified students to support them in developing their spiritual lives.
- To be a positive role model.
- To attend, support and encourage groups of students to participate in retreats, residential and charity events. Where appropriate to aid in the planning and delivery of retreats organised by the schools.
- To be involved, where appropriate and where directed, in delivery of the wider curriculum, especially SMSVC and our SAINT/PSHE programmes.
- Holding 1:1 support sessions in support of the Pastoral Teams where appropriate.
- Supporting students through bereavement ('Rainbows training' will be provided for the post-holder).
- Arranging Mass for students and staff in liaison with the PICCL and the schools' Chaplains/Priests.
- To support the Pastoral Teams when a family or a student find themselves in times of crisis.
- To support colleagues who lead transition between Key Stages, including secondary transfer.
- Working with our wider communities and maintaining Parish links.

Other professional requirements:

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for, or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development.
- To adhere to the Catholic ethos of the schools and multi-academy.
- To promote the agreed vision and aims of the multi-academy.
- To set an example of personal integrity and professionalism.
- Attendance where appropriate to staff meetings and other relevant meetings linked to the role.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the schools.

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Person Specification – Lay Chaplain/Assistant Chaplain	Essential	Desirable	A-application I-interview R-references
(A) TRAINING AND QUALIFICATIONS			
Degree		X	A
(B) FAITH COMMITMENT			
Practising Catholic	X		AR
Sound understanding of the distinctive nature of the Catholic school	X		A
(C) EXPERIENCE			
Working with children	X		AR
Working in a Retreat Centre		X	AR
(D) PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
Applicants should be able to demonstrate a good knowledge and understanding of the following:			
Pupils' educational development	X		AIR
Curriculum and assessment	X		AI
Use of ICT & Data analysis	X		AI
(E) PERSONAL SKILLS AND ABILITIES			
Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post			
Communication	X		I
Interpersonal skills	X		I
Stamina and resilience	X		I
Confidence	X		I
Ability to relate to young people	X		IR
Team player	X		I
OTHER REQUIREMENTS			
Application forms should be completed in full	X		A
Letters should be clear and concise	X		A
Should address the criteria identified in the person specification	X		A
CONFIDENTIAL REFERENCES AND REPORTS			
Confirming professional and personal knowledge, skills & abilities referred to above	X		R
Positive recommendation	X		R
Satisfactory health and attendance record	X		R
DBS check	X		
On-line suitability search *See advert small print*	X		

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