



# CHRIST THE KING SIXTH FORMS

CTK Emmanuel  
Blackheath, SE13 5GE

CTK St Mary's  
Sidcup, DA14 6BE

CTK Aquinas  
Brockley, SE4 2NL

We are keen to appoint an exceptional professional with a genuine passion in supporting students to achieve their full potential. Join us at CTK, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

## Lay Chaplain (Part Time, Part Year) Start Date: Immediate start preferable

**Actual Salary: £19,856 for 25 hours per week, 200 days per year**

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Offering exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

We are keen to appoint and support the development of an enthusiastic Lay Chaplain with a genuine passion in supporting the character and wellbeing of students.

As a Lay Chaplain you will play a vital role in helping to shape the experience and development of students on the site. You will have a keen interest in working with young people aged 16 – 19 and have the confidence to shape in their faith journey as well as lead wider opportunities for prayer and reflection.

The successful candidate will be a practising Catholic with excellent interpersonal, communication and organisational skills. A background in Education and/or Youth Ministry is not necessary but would be desirable.

The position is part-time, 25 hours per week, 10am to 3pm, Monday to Friday and part year (200 days per year).

*Join us to be inspired, be extraordinary, and be the best you can be.*

For details of how to apply and a job description please visit the vacancies page of our website,  
<https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Closing Date: 10am on Monday 26<sup>th</sup> January 2026**

**Interviews: Tuesday 3<sup>rd</sup> February 2026**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



INVESTORS IN PEOPLE™





## Job Description and Person Specification

<b>Job Title:</b>	Lay Chaplain
<b>Responsible to:</b>	Chaplaincy Coordinator
<b>Core Job Purpose:</b>	The Chaplain will work collaboratively with the Chaplaincy Team to provide spiritual and pastoral care in order to establish the whole Sixth Forms' community and ethos.

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This main activities and responsibilities are:

- 1.1 To first and foremost minister sacramentally, pastorally and spiritually to all in the Roman Catholic Community of the Sixth Form .
- 1.2 To foster an understanding of Catholic teaching
- 1.3 To be pastorally sensitive to the needs of other faith and belief communities whilst adhering to the Canon Law and the teaching authority of the Catholic Church
- 1.4 To undertake appropriate Diocesan CPD as agreed by Christ the King Sixth Forms
- 1.5 To ensure one's own spiritual wellbeing is maintained and needs are communicated to the Assistant Principal for Catholic Life.
- 1.6 Model and embed the Sixth Form ethos based on Catholic principles and values
- 1.7 Lead the Sixth Forms in liturgical celebration and its accountability to the wider Church community
- 1.8 Provide opportunities for spiritual reflection and growth and promote the prayer life of the Sixth Forms:
  - To support and inform the writing of daily prayer and reflections which form part of the 10:10 curriculum, along with the CTK a weekly Thought
  - To raise awareness of important issues and needs in the world today
  - To plan and to lead reflections and sharing for students during their visits to the Chaplaincy or as part of their 10:10 curriculum
  - To plan, lead and engage student participation in liturgical celebrations to larger student groups including but not exclusively Advent and Lent.
  - To plan, organise and deliver with the Chaplaincy Team relevant and appropriate liturgies throughout the academic year.

- 1.9 Offer appropriate support and guidance to students and staff and to work with all members of the Sixth Form community in the delivery of Catholic Life and pastoral care and well being
- 1.10 Where appropriate assisting in the development of any courses, programmes and activities, which promote Gospel values.
- 1.11 Participate in retreat activities for staff and students throughout the year as agreed with the AP Catholic Life and wider Chaplaincy Team.
- 1.12 Take a lead role in organising a range of charitable activities
- 1.13 Attend Sixth Form meetings and committees as appropriate.
- 1.14 Welcome students and staff of all faiths and none into the Sixth Form community and helping to ensure that their beliefs and views are valued and respected.
- 1.15 Support links with partner schools and the wider Diocese where appropriate.
- 1.16 Take part in professional development activities including appraisal.
- 1.17 Promote equal opportunities for students and staff.
- 1.18 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.
- 1.19 Undertake other tasks as required by the Executive Principal, after due consultation.

#### **Particular areas of responsibility**

- 1.20 Organising and managing the Chaplaincy Common Room and Chapel. Working and collaborating with students to make the Chaplaincy a welcoming and enjoyable place to be. This includes ensuring information and display boards in the Chaplaincy area are kept up to date.
- 1.21 Linked to liturgical celebrations in 1.3 to share responsibility for planning and delivering the 10: 10 curriculum including student visits to the Chaplaincy and the larger Area Liturgies
- 1.22 Liaising and collaborating with Southwark Catholic Youth Service and other relevant agencies, publicising events and activities.
- 1.23 Actively support the work of the Student Council, 10:10 helping the Student Council to organize themselves and to work with staff colleagues in this task.
- 1.24 Deputising for the other Chaplains as appropriate.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to have the following attributes:

- 2.1 Be a practising Roman Catholic who has an understanding of the Church, its teaching and mission in the world and be able to relate and interpret this especially to the particular needs of the 16-19 age group.
- 2.2 Have an awareness and appreciation of the educational environment.
- 2.3 Experience in working with and engaging young people in the 16-19 age range, preferably from an educational and/or youth ministry background, with a commitment to supporting students' overall development.
- 2.4 A knowledge and understanding of liturgy and worship and the skills and confidence to lead small groups or the wider Sixth Form community at particular celebrations.
- 2.5 Have common sense, enthusiasm, energy, vision and creativity, with the skill to motivate students and staff.
- 2.6 Be comfortable enough with their faith journey to support and encourage others at whatever stage they may be at in their own journey of faith.
- 2.7 Be able to reflect on experience and be open to change.
- 2.8 Have strong listening skills; be able to empathise with people and communicate effectively both verbally and in writing.
- 2.9 Be able to deal with difficult situations. Maintaining appropriate confidentiality (subject to safeguarding rules/processes) and being sensitive to the needs of individuals whether they be students or members of staff.
- 2.10 As part of a team, be able to take initiative, work under pressure, plan collaboratively, meet deadlines, be organised and yet be flexible if the need arises.
- 2.11 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.