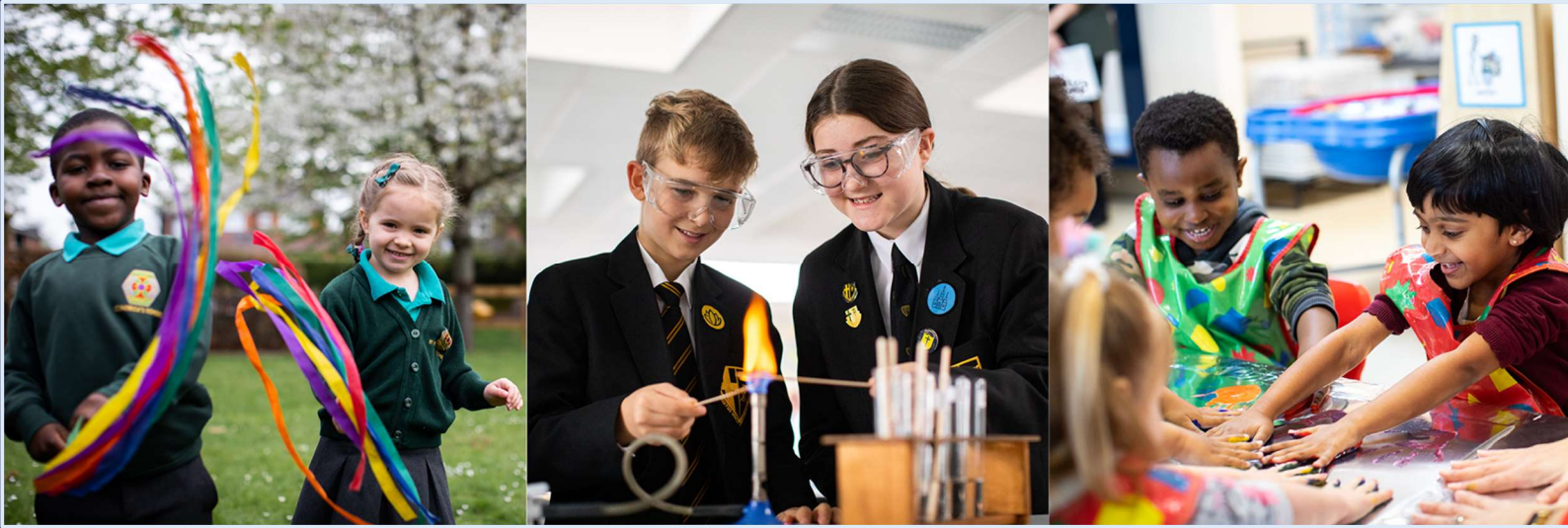




**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Application pack

Lay Chaplain

Salary Information
OLOL Band 5, Scale Points 19 – 24
£29,777 – £33,024 per annum



**Nottingham
Diocese**
Multi Academy Trusts

CATHOLIC SCHOOLS
Moving Forward Together

Outstanding Catholic education for all

We are, first and foremost, a Catholic Multi-Academy Trust and aim to provide an outstanding faith-based education; we place the life, teachings and person of Jesus Christ at the centre of everything we do. Jesus taught us to put children first:

Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.

Matthew 19:14

Thank you for expressing an interest in our Lay Chaplain roles within Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT).

The Trust, established 1 September 2018, is first and foremost a Catholic organisation. We have been identified by the DfE as high performing and have recently expanded to include the Catholic Schools from Lincolnshire into our family. We now have 36 schools – six secondary and 30 primary – with over 14,000 pupils and almost 2,000 staff. Our aim is to provide a first-class Catholic education for all our students, who come from across Nottinghamshire and Lincolnshire. Consequently, we set everything we do within Christian values and look to follow the example of Christ in all our work.

I believe that our Lay Chaplains are central to ensuring the very best spiritual, social, and academic education for all our young people. Recruiting outstanding lay Chaplains is a priority for us. The Trust is high performing both in terms of the Catholic Life of the school and academic outcomes.

This vacancy offers a wonderful opportunity for a talented and enthusiastic Lay Chaplains to take their career to the next level. The successful candidate will work closely our leaders and schools.

Thank you again for your interest in this post. I wish you every success in your application.



"My vision is that all of our children and young adults will be happy, safe and inspired to flourish spiritually, socially and academically."

A handwritten signature in black ink that reads "James McGeachie".

James McGeachie, CEO, *Our Lady of Lourdes Catholic Multi-Academy Trust*



@LOLCatholicMAT



ololcatholicmat.co.uk

Working in the Diocese of Nottingham

Thank you for taking the time to find out more about the Lay Chaplain post with Our lady of Lourdes Catholic Multi-Academy Trust in the Diocese of Nottingham.

The Diocese of Nottingham, was established on 29 September 1850, covers a wide geographical area comprising the counties of Nottinghamshire, Derbyshire, Leicestershire, Lincolnshire, and Rutland with the exception of the District of Bassetlaw, Nottinghamshire and the area around Chesterfield, Derbyshire which was given to create the Diocese of Hallam in 1980.

There are 84 maintained schools in the Diocese of Nottingham: 69 primary schools and 15 secondary schools.

We serve around 30,000 children and young people. Each school is part of one of our Catholic Multi-Academy Trusts which were established in September 2018.

- Our Lady of Lourdes Catholic Multi-Academy Trust – Nottinghamshire and Lincolnshire
- St Ralph Sherwin Catholic Multi-Academy Trust – Derbyshire
- St Thomas Aquinas Catholic Multi-Academy Trust – Leicestershire and Rutland

Our Catholic Multi-Academy Trusts work in very close partnership with us at the Nottingham Roman Catholic Diocesan Education Service (NRCDES) particularly in terms of promoting the Catholic Life of our schools and providing a range of continuing professional development opportunities in collaboration with our teaching schools.

On behalf of Bishop Patrick McKinney, I would like to thank you once again for your interest in one of our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Peter Giorgio, Director of Education

www.dioceseofnottingham.uk

Twitter: @NottsDiocese



Working within the Our Lady of Lourdes CMAT

Our Lady of Lourdes CMAT (OLOL) was formed in September 2018 and brought together all the Catholic Schools in Nottingham and Nottinghamshire. From September 2022, the Trust welcomed 15 Catholic schools from Lincoln and Lincolnshire into OLOL. We now have six secondary and 30 primary schools. Our central offices are located in Nottingham and Lincoln and our central teams support schools with Finance, HR, Estates, Health and Safety, IT, Marketing, Procurement, and compliance matters, as well as school improvement and CPD for all staff.

'Inspired by Mary's love for God'.

Our Catholic faith is of paramount importance to us, and we place Christ at the centre of all we do. As our patron, Our Lady inspires us with the unconditional love she shows for God and we seek to follow in Jesus' footsteps, learning from his teachings and the example of his life.

Our Trust Strategic Plan is underpinned by our key principles of: Faith, Community, Safety, Happiness, and Equality and looks to achieve our vision of '**Outstanding Catholic Education for all**'. The children and young adults in our schools are wonderful individuals; all have amazing God-given talents, and it is our calling to help them fulfil their potential and to help them to understand that they are loved as God's children.

A key pillar of our trust strategy is being an employer of choice, so that our staff feel valued, have opportunities to develop in their roles and can progress their careers within our Trust. A key component of this is our well-established CPD hub, which provides training and development for all staff, whatever their roles

'Outstanding Catholic education for all'



Why work for us?



Access to first class CPD opportunities

We have a specialised CPD Hub to deliver meaningful and relevant CPD for all our staff. Our Leadership Academy identifies and develops future leaders.



Opportunities for career progression

With 36 academies in our family, and 84 academies across the Diocese, opportunities for career progression are a reality.



Professional assistance

Our Employee Assistance Programme gives you access to confidential, independent and unbiased information and guidance 24/7. If clinically advisable, it also offers face-to-face counselling sessions.



Cycle to Work scheme

As well as saving money and improving your mental health and wellbeing, you can help reduce your carbon footprint.



Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme with 23.68% employer contributions. As support staff you can opt-in to the Local Government Pension Scheme – one of the most competitive on the market, with employer contributions of above 20% in most cases.



Terms and Conditions

We have committed to following nationally agreed terms and conditions for pay for both teachers and support staff.

How to apply

If you wish to apply for this post, please apply online by the closing date on our [vacancies page](#). For an informal discussion about this post, please contact Tom Baptist, Director of Chaplaincy at t.baptist@lolcatholicmat.co.uk

We warmly welcome visits to our schools.

Closing date: 24 June 2024

Start date: 1 September 2024

If you have any queries regarding this post, please email: HR@lolcatholicmat.co.uk

The successful applicant will:

- Be a practising Catholic (please see accompanying NRCDES document 'Catholic School and the Definition of a Practising Catholic') with a strong faith commitment and a clear vision for Catholic Education.
- Ensure that the example and teachings of Jesus Christ are at the centre of all that we do.
- Be passionate about ensuring that each pupil fulfils their unique potential.

What is the objective definition of a 'practising Catholic' for appointments to key posts in Catholic Schools?

To objectively define what a 'practising Catholic' is when assessing applicants for key leadership posts within a Catholic school, it is necessary to understand that there are general obligations as well as essential components that constitute 'practice' of the faith in the teaching of the Catholic Church.

The Church's general obligations for its members require that they strive to live lives of holiness by being faithful to the teaching of the Gospel, by trying to uphold the values proclaimed in the Beatitudes, by assisting in the Church's mission to make Christ known to all peoples, by upholding privately and publicly the Church's moral and social teaching, by endeavouring to follow an informed conscience and by making every effort to keep the precepts of the Church.

This is the 'practice' of the Catholic faith in its widest and all-encompassing sense. At the heart of these general obligations though, there are essential components for "*full communion*" with the Catholic Church.

These are sacramental initiation (Baptism, Confirmation, and the Eucharist) and the bonds of profession of faith, the sacraments and ecclesiastical governance. The preservation of this full communion is not limited to purely religious activity but is to be an integral part of the whole pattern of behaviour of a member of the Church. It is what essentially constitutes being a committed and 'practising Catholic'.

For further information, including examples where there may be a reason why somebody is not able to take up a key responsibility in a Catholic school, please see '*Christ at the Centre*' by Mgr. Marcus Stock, CTS Publications ISBN 978-1-86082-843-0.



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Job description

INTRODUCTION

This job description should be read alongside the Nottingham Diocesan Standards for School Chaplains. In this document, "Chaplain" refers to lay chaplains. The Chaplain, through their work and witness, will contribute to the spiritual and pastoral care of all members of the school community. You 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. You 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 – DIOCESAN CHAPLAINCY STANDARDS

The Chaplain as witness

- Help people to recognise God's love for them and their need of God.
- Inspire through example.
- Encourage staff and pupils to live the faith by being involved in projects (such as the Faith in Action Award) relating to social justice and global citizenship.
- Assist young people and staff in the effective planning, preparation and execution of the liturgy so that each celebration is a catechetical moment as well as a time of personal encounter with Jesus Christ

The Chaplain as pastor

- Be visible and approachable across the school communities.
- 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 headteachers in their role as faith leaders within schools.
- Play a central role in the pastoral system.
- Where appropriate, be actively involved in the transition of pupils from Key Stage 2 to Key Stage 3 across the schools.
- Work to foster a cohesive synthesis between faith and life for all members of the school communities, especially addressing the issues relevant in contemporary society.

The Chaplain as leader

- Plan, prepare and lead liturgies and Collective Worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations.
- Support and empower staff and pupils in their planning, preparation and leading of liturgies and Collective Worship
- Support the effective monitoring, evaluation and review of Catholic Life and Collective Worship
- Plan and support regular celebrations of the sacraments, especially the Eucharist.
- Support and further develop the spiritual, religious and liturgical life of the schools.
- Offer regular opportunities of prayer for staff and students.

- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church.
- Help with the provision of suitable resources for the prayer life and worship of the schools.
- Ensure the environment and displays across the schools reflect their Catholic identity.
- Promote and care for the Chapel(s) (where appropriate) as a sacred space.
- Promote places and opportunities for prayer, silence and reflection within the schools.
- Organise retreats where appropriate, including residential retreats.
- Ensure liturgical resources are adequate and appropriate.
- Celebrate and share the faith life of the schools within the hub with the wider community.
- Include the local parishes in school and hub celebrations, where appropriate
- Play an active role in engaging young people in the life of the local parish(es) and diocese (or dioceses if appropriate)
- Support and promote fundraising and awareness-raising projects, for example CAFOD.
- Contribute actively to CMAT Chaplaincy resources and to the CMAT Chaplaincy website or other such resources as identified by the LLC (Lead Lay Chaplain)
- Develop and facilitate a chaplaincy team of interested young people who will work collaboratively in building the Catholic ethos throughout the schools.

The Chaplain as educator

- Support and enhance the RE curriculum, where appropriate
- Where provision is made and resources allow, to support the parishes' catechetical programme, where appropriate

The Chaplain as professional

- Avail of opportunities for enhancing his/her own spiritual well-being including attending the annual lay chaplains' retreat
- Help with sensitive issues, advising on the Church's teaching.
- Have input into the school development plans, their operation and review.
- Advise the senior leadership teams, where appropriate
- Challenge and support on the virtues of the Christian life.
- Meet regularly with his/her line manager and CMAT Lead Lay Chaplain
- Report to and work with governors/directors to promote the Catholic ethos and distinctive nature of the schools.
- Attend, where possible, staff meetings and any other meetings as appropriate
- Develop a good working relationship with the local clergy.
- Engage with Continual Professional Development (CPD) relevant to the role of lay chaplain.
- Lead school based CPD for staff in relation to the Catholic Life and Collective Worship provision of the schools.
- Engage with the CMAT Chaplaincy and Diocese of Nottingham Groups, NRCDES, NDCYS and other diocesan agencies by attending meetings regularly and engaging with resources.
- Liaise with diocesan agencies, groups and individuals, where appropriate

- Provide support and assistance in preparing the schools' SEF (Self-Evaluation Form) and other preparations for Catholic School Inspections (CSI), formerly known as Diocesan Canonical Inspection (DCI)
- Maintain an awareness of and respect for school policies and working procedures.
- Report to the Lead Lay Chaplain and work with him/her to promote the development of Chaplaincy and Chaplaincy provision within the trust.

Any other appropriate duties as directed by the headteacher within the school communities.

The Our Lady of Lourdes Catholic Multi-Academy 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 is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person specification

Key: E = essential criteria and D = desirable criteria

CRITERIA	ESSENTIAL /DESIRABLE
QUALIFICATIONS AND TRAINING	
Applicants must have GCSE (or O Level) at Grade C (or equivalent) or above in RE, Maths and English	E
Degree or equivalent qualifications with a willingness to pursue qualifications	D
Catholic Certificate in Religious Studies (CCRS) or equivalent	D
<i>DEMONSTRATED BY: Application Form</i>	
EXPERIENCE	
Previous experience of working with young people	E
Involvement in parish life and sacramental preparation	E
Experience of preparing and leading Collective Worship	E
Previous experience of working with young people and children in a school setting	D
Experience of leading liturgical music or other ways of supporting children and young people in using creative forms of worship, such as art or dance	D
<i>DEMONSTRATED BY: Application Form</i>	
SKILLS	
ICT literate – must be able to use Microsoft Office	E
Hold a full and valid UK driving licence and have access to own vehicle to travel between schools	E
Able to lead staff training and projects	E
Able to differentiate activities to ensure they are age appropriate	E
Experience in leading school liturgies and Acts of Worship	D
Ability to play a musical instrument / sing in a public setting	D
Ability to offer spiritual support and guidance to staff and students	D
Understanding of factors likely to impact on pupils' behaviour, mood and well-being	D
Further ICT skills, which can be used to engage with, and evangelise the school community and beyond	D
KNOWLEDGE	
Knowledge of Roman Catholic Worship, and how to lead liturgies which are in keeping with the norms and tenets of the Catholic Church	E

Knowledge and understanding of liturgical seasons, scripture and Church teachings to support the Catholic Life of the school(s)	E
A deeper theological knowledge or a willingness to commit to further study and training	D
Awareness of wider Church documents such as encyclicals and apostolic exhortations from the Holy Father with the ability to explore them with children and young people	D

DEMONSTRATED BY: *Interview*

MANAGEMENT

Able to manage own workload	E
Able to prioritise	E
Able to show initiative	E
Able to work independently when required	E
Excellent organisational skills	E
Experience of working within a team	D

DEMONSTRATED BY: *Interview/Task*

APTITUDE AND PERSONAL QUALITIES

A faithful and practising Catholic	E
Excellent communication skills – empathy with children with the ability to relate well to staff and parents	E
Able to work effectively as part of a team and maintain confidentiality	E
Reliable	E
Calm and professional manner	E
Helpful and resilient	E
High inter-personal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality	D

DEMONSTRATED BY: *Application/Task*

SAFEGUARDING

Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools	E
Demonstrate a commitment to safeguarding and promoting the welfare of children and young people	E
Ability to form and maintain appropriate relationships and personal boundaries	E

This is a reserved post which means that applicants must be practising Catholics. Please consult the document produced by the Diocese of Nottingham 'Catholic Schools and the Definition of a Practising Catholic' for further information, this is available from the CMAT HR Team.



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Thank you for your interest in working for our Trust.

To find out more about us and our schools, please visit us online:

www.ololcatholicmat.co.uk

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**Nottingham
Diocese**
Multi Academy Trusts

CATHOLIC SCHOOLS
Moving Forward Together

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