



School Chaplain

Candidate Information May 2025

A Message from the Headteacher

Thank you for your interest in Cardinal Newman Catholic High School. We are a vibrant, ambitious and caring community, with students drawn from a variety of backgrounds. Everything that happens within our school is inspired by gospel values and Cardinal Newman's words that we are all 'a link in a chain. A bond of connection between persons.' Our recent denominational inspection (2022) celebrated a 'genuine, loving and happy community in which each person is known and valued,' whilst our most recent Ofsted inspection (November 2022) concluded that we are a Good school where students 'learn and achieve well.'

We are a good, oversubscribed school (Ofsted 2022) located in Latchford, Warrington with a large catchment area extending across the South of Warrington from which we draw our 850 pupils.

Our ambitious and rigorous curriculum leads to strong academic outcomes with our students making good progress. We are proud of the fact that in 2022 100% of our students moved on confidently to post-16 study. We deliver a vibrant and rigorous curriculum, which prepares our students well for their futures with 48% of students completing the EBACC qualification at KS4 in 2022. Languages is a key part of our success in this area with students currently choosing from German and French, both of which are studied throughout KS3.

The extracurricular life of our school is flourishing, with a wide variety of enrichment activities. Our Chaplaincy is at the heart of this, offering opportunities at every break and lunch time as well as engagement with external visits and retreats, all of which are very well attended by our young people. We have a wide variety of sports clubs. We have particular success in Rugby League and Rowing for both our male and female teams, but our sporting offer is wide ranging and growing. Our Performing Arts are a key component of the enrichment on offer with a variety of musical ensembles, and a highly successful school show. Our programme of school visits, including our Geography trip to Iceland and Languages trip to Berlin ensure our students have a growing understanding of the wider world, and their role within it as active citizens. Our cutting edge provision in mental health and our outstanding pastoral team ensure that our students also have the emotional skills they need to succeed throughout their lives.

Our staff team are also committed to lifelong learning and continuing professional development. Our CPD offer is comprehensive, combining in- house coaching and development programmes alongside excellent provision from our partner TSAs and our Diocese. These programmes ensure that staff can access exciting opportunities and continue to develop as professionals throughout their time with us, to the benefit of their own learning as well as the experience of our students.

If you would like to find out more about our school and our community, please contact Michele Walker, Headteacher's PA on 01925 635556 or at mwa@cardinal-newman.co.uk



We are a **vibrant,**
ambitious and **caring**
community



Governors seek the following appointment for **September 2025 School Chaplain (Part Time 0.6, Permanent, Grade 6, Point 15 -22, £14,827)**

We require a talented and enthusiastic part time Chaplain to join our vibrant, ambitious and caring school. This is a fantastic opportunity for a highly motivated professional to join a very successful team.

Closing date for receipt of applications: Wednesday 4th June
Interviews to be held: Monday 16th June

Please note a current Lay Chaplain application form and a Model Rehabilitation of Offender act 1974 must be completed for this post. Forms can be emailed to Mrs Michele Walker mwa@cardinal-newman.co.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Post is subject to an Enhanced DBS Disclosure.

About the Department

The Chaplaincy Team at Cardinal Newman are at the heart of our school. This role has arisen due to the decision of the existing chaplain to move to part time working. The successful applicant will therefore be able to work alongside an experienced chaplain, with both chaplains sharing one day of joint working to ensure a cohesive approach, with plenty of time for planning and effective joint working. The Chaplains are part of the Formation team, who meet fortnightly, which comprises of the Headteacher, who is the chaplain's line manager, and the Head of RE. They also have a staff chaplaincy team, made of volunteers from other departments, and a student chaplaincy team who lead activities around the school to support with key events. The RE Department and the Music Department provide particular support for liturgical and community events. Moreover the chaplains have excellent relationships with a number of local clergy from both the Diocese of Shrewsbury and the Archdiocese of Liverpool, as well as strong partnerships with our 8 feeder primary schools, with whom we lead prayer trails, retreat days and fundraising and community events. The chaplain also has excellent relationships with a number of community organisations, particularly Grappenhall Manor and St. Rocco's Hospice. It is this range of relationships and partnerships which makes our Catholic Life and Ethos so strong, leading to the outstanding judgement in 2022.

The chaplains plan the liturgy for the year, and provide prayer resources and training to our staff team. They also lead a number of Celebrations of the Word and organise the various Feast Day Masses and key liturgical events across the year, including our Lent and Advent services and associated fundraising and community outreach. In the school day, the chaplaincy is a hub for students with activities and drop in sessions offered at break and lunch times, with a good level of uptake from our students. This is an excellent opportunity to join the team who are key to the success of our school, where, in keeping with St. John Henry Newman's motto 'Heart speaks to Heart.'

School Chaplain (Part Time 0.6, Permanent, Grade 6, Point 15 -22, £14,827)

Job Description

This job description should be read alongside the National Standards document for School Chaplains. In this document, “Chaplain” refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. He/she 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 his/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.
- 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 Prayer Room/Chapel as a sacred space
- Support the 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

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Job Description

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
- 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 the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups and individuals, where appropriate

School Chaplain (Part Time 0.6, Permanent, Grade 6, Point 15 -22, £14,827) Person Specification



CES NATIONAL STANDARDS FOR CHAPLAINS WORKING IN SCHOOLS AND ACADEMIES

National Standards for Chaplains working in schools and academies are divided into five key areas:

1. The Chaplain as witness
2. The Chaplain as pastor
3. The Chaplain as leader
4. The Chaplain as educator
5. The Chaplain as professional

The Chaplain as witness

The Chaplain should:

- a. be a practising Catholic in full communion with the Church;
- b. set a good example to all members of the school community in terms of living a Christian life by:
 - i. being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve;
 - ii. speaking of their own faith and relationship with Christ;
 - iii. living a life which exemplifies Gospel values;
 - iv. treating all members of the community with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the chaplain's professional position;
 - v. showing tolerance of and respect for the rights of others;
 - vi. demonstrating a commitment to Catholic Moral and Social Teaching.

The Chaplain as pastor

The Chaplain should:

- a. be attentive to the needs of all members of the school community
- b. support other staff in school who share the responsibility of the pastoral care of pupils, including the Head Teacher;
- c. accompany the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows;
- d. be able to relate to a wide range of individuals and establish levels of trust where problems can be shared;
- e. focus on the marginalized and the vulnerable within the school community as their special care.

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The Chaplain as leader

The Chaplain should:

- a. have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty;
- b. know how to prepare a space for prayer;
- c. know how to both prepare a space for the celebration of Mass;
- d. care for any sacred space in school,
- e. be skilled in engaging children and young people in prayer, worship and the sacramental life of the Church,
- f. support class and whole school based worship through the provision and creation of appropriate worship resources;
- g. help pupils and staff to develop confidence in leading prayer and worship independently;
- h. provide opportunities for staff and pupils to deepen their spiritual life, for example, through the organizing of retreats and days of reflection.

The Chaplain as educator

The Chaplain should:

- a. have a good knowledge and understanding of the Catholic faith to support the formal and informal learning that takes place across school life;
- b. ensure that structured time with pupils is well-planned, delivered and evaluated;
- c. support the professional development of staff in terms of the Catholic life of the school.

The Chaplain as professional

The Chaplain should:

- a. make arrangements for the regular celebration of Mass and the sacrament of reconciliation within school with the priest(s) of the local parish or deanery;
- b. form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and school.
- c. maintain good working relationships with other members of staff, governors/directors and school leaders;
- d. observe professional standards in terms of appearance, punctuality and full participation in the working life of the school;
- e. have regular performance appraisal;
- f. have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- g. Contribute to self-evaluation processes in readiness for inspection.

The extra curricular
life of our school is
flourishing with
a wide **variety**
of **enrichment**
opportunities



Michele Walker
Headteacher's PA
01925 635556

Cardinal Newman Catholic High School
Bridgewater Avenue, Latchford, Warrington, WA4 1RX

Email: mwa@cardinal-newman.co.uk

Web: www.cardinal-newman.org.uk