



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



Application Pack Lay Chaplains

Post 1: De La Salle hub - All Saints Catholic Voluntary Academy, Mansfield; Holy Trinity; St Patrick's Mansfield; St Philip Neri; St Joseph's Shirebrook; St Joseph's New Ollerton.

Post 2: - to work across other schools in the Trust within the city of Nottingham

Welcome

Dear Applicant,

On behalf of the Our Lady of Lourdes Catholic Multi-Academy Trust (CMAT) , I extend to you a very warm welcome and thank you for expressing an interest in these vacancies as we seek to increase our Chaplaincy provision within the Trust.

The Trust is a family of 21 schools - 4 secondary and 17 primaries aiming to provide a first class Catholic education for all our students, who come from across Nottinghamshire and the city of Nottingham.

First and foremost we are a Catholic organization. Consequently, we will set everything we do within Christian values and look to follow the example of Christ in all our work. Applicants for the post of Lay Chaplain must be practising Catholic and I would therefore particularly draw your attention to the guidance in 'Catholic Schools and the Definition of a Practising Catholic'. There is a requirement that all postholders within the Trust will support the values of our Catholic schools in all aspects of their work for the CMAT.

These vacancies offer wonderful opportunities for the appointees to take their careers to the next level the appointees will be expected to make a positive contribution to the overall development of the Trust.

We are looking to appoint 2 lay Chaplains as follows:

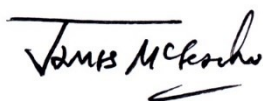
Post 1: to work at academies within our De La Salle hub - All Saints Catholic Voluntary Academy, Mansfield and its feeder primaries (Holy Trinity, St Patrick's Mansfield, St Philip Neri, St Joseph's Shirebrook, St Joseph's New Ollerton).

Post 2: to work across other schools in the Trust within the city of Nottingham

Candidates are asked to indicate the post for which they wish to be considered and may express an interest for both posts. We are also happy to consider applicants for the full-time posts who only wish to work on a part-time basis. If applicable please make this clear in your application.

Thank you again for your interest in these posts. I wish you every success in your application.

Yours faithfully,



James McGeachie

CEO, Our Lady of Lourdes Catholic Multi-Academy Trust

Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Chaplain within the Our Lady of Lourdes Catholic Multi-Academy Trust. I have pleasure in enclosing details of the posts.

Application

If you wish to apply, please either email your application to me at vacancies@ololcmat.co.uk (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to me at the address below, together with a covering letter, clearly demonstrating your suitability for the role.

All CVs must be accompanied by a fully completed application form. **Where possible, please also provide email addresses for your referees.**

Please ensure that you list all the subjects taken at GCSE/ A Level on your application form together with the grades obtained. You should also show the class of your degree where relevant. You may provide this information as a separate Word document if you prefer.

Closing Date

Please ensure your application arrives before the closing date of **Tuesday 23 April 2019 (9am)** Please ensure that the post for which you are applying for has been stated clearly on the application form. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the post will take place shortly after the closing date. Please assume that if you have not heard from me before this date, that unfortunately on this occasion your application has not been successful.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours faithfully



Di Maxwell (Mrs)

HR Manager

Job Description

Job Title:	Chaplain
Grade:	Band 4 (point range SCP 24-25) £22,401-£23,111pa, pro rata where applicable
Hours of Work:	37 hours per week, all year round.
Post Objective:	<p>The Chaplaincy of The Our Lady of Lourdes Catholic Multi Academy Trust works to nurture and tend the growth of Christian virtue in all members of the community. The Chaplain will help to ensure the effectiveness of this mission through regular celebration of the Sacraments of the Church, daily prayer and the provision of reflective space for all people to come to understand their personal vocation within the life of their School.</p> <p>Working with the Lead Lay Chaplain and the Link Chaplain in their hub the Chaplain will: manage and work with young people and staff, nurture the spirituality of Individuals and the community, respond to cares and concerns and encourage a common purpose between home, school and the parish.</p>
Accountable to: Lead Lay Chaplain and Headteachers	
Duties, Responsibilities and Key Tasks:	<ol style="list-style-type: none"> 1. The person appointed as Chaplain must be a faithful and practising Catholic, who will express the teaching of the Church in faith and morals as the Church has faithfully received them through Divine Revelation. 2. The Chaplain will work to foster a cohesive synthesis between faith and life for all members of the school community, especially addressing the issues relevant in contemporary society. 3. The person will promote spirituality and worship within the community by: <ul style="list-style-type: none"> • Co-ordinating the preparation and delivery of whole school liturgies, Masses, Morning Prayer; and Collective Worship across the Schools. • Develop and assist in providing liturgical music across the schools • Provide staff with materials to assist the daily acts of worship and reflection, especially during the seasons of Advent and Lent. • Encourage young people and staff to participate in daily prayer, as a vital part of the Christian dispensation; form appropriate times and space for group and individual prayer.

Job Description

Duties, Responsibilities and Key Tasks continued:

- Develop and facilitate a Chaplaincy Team of interested young people and/or staff in each school who will work collaboratively in building the Catholic ethos throughout the school.
 - Plan regular celebrations of the sacraments, especially the Eucharist.
 - 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 grace.
 - Produce an annual chaplaincy SEF (Self Evaluation Form) and development plan for each school within the Trust.
 - Plan a programme of visits to the school from organisations within the Church that promote the Christian life, vocation and justice and peace issues.
 - Offer students the opportunity to engage in group and individual discussions
 - Promote the spiritual development of all members of the school communities through effective leadership of the House systems within each school.
 - Be actively involved in the transition of pupils from Key Stage Two to Key Stage Three across the Schools.
 - Attend meetings with appropriate staff as and when necessary.
 - Be available at parent's consultation day/evenings to talk to parents either formally or informally.
 - Be involved in PTA activities.
 - Support the governors and parishes with information and advice on the Catholic ethos of the school.
 - Promote places of quiet and reflection within each school
- (4) The Chaplain will support Chaplaincy provision across their schools by:
- Undertaking individual project work within the schools.
 - Supporting and promoting fundraising projects
 - Supporting parish events and sacramental preparation when possible
- 5) The Chaplain must be a positive and effective role model for young people and staff across the schools. To this end, the Chaplain will:
- Be friendly and an adviser to all members of the school communities, remembering that the true value of the school is found in how those who are the weakest members of the community are cared for.
 - Act as a mentor in the moral and spiritual development of young people and staff as necessary.
 - Support young people at the school who are at risk of exclusion or sanction, and help with the reintegration of young people after periods of exclusion.
 - Be a visible and benevolent presence around the school.
 - Bring to the attention of the appropriate person special concerns of parents or young people whilst taking into account the proper roles of other school staff.
 - Maintain an awareness of and respect for school policies and working procedures.

Job Description

Duties, Responsibilities and Key Tasks continued:

- 6) The Chaplain's schools exist as part of the Our Lady of Lourdes Trust which is part of the wider Diocese in Nottingham and so the Chaplain will also:
- Foster good community links across the Trust and also local parishes.
 - Develop a good working relationship with the clergy of the Nottingham Deaneries.
 - Work as part of the team of School Chaplains within the Diocese of Nottingham, and attend in-service training events when required.
 - Attend the annual Chaplains' Retreat
 - Attend Diocesan Chaplaincy meetings and meetings with other Chaplains within the Our Lady of Lourdes Trust.
 - Report to the Lead Lay Chaplain and work with them to promote the Chaplaincy Development Plan for the Our Lady of Lourdes Trust.
- 7) Other duties will include assisting the Chaplaincy Co-Ordinator as required with:
- The daily management and upkeep of The Secondary School Chapel and its sundries.
 - Attendance at staff briefings and staff meetings; to be present on Staff Development days; to be present at consultation evenings as required by each school
 - Attendance at and/ or support for: retreats at The Briars and other centres, Pilgrimages to Lourdes and other relevant trips and activities
 - Offering support towards an effective pupil peer counselling scheme.
 - Involvement in the delivery of the curriculum where appropriate, including support for PSHE.
 - Any other duties as directed by the Head Teachers within the School communities.

The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
1. Qualifications & Training	Applicants must have GCSE (or O Level) at Grade C or above in Maths and English	Degree or equivalent qualifications with a willingness to pursue qualifications	Application Form
2. Experience	Previous experience working with young people. Involvement in Parish life and Sacramental preparation. Experience of preparing and leading Collective Worship.	Previous experience of working with young people and children in a school setting. Experience of leading liturgical music.	Application Form
3. Skills	ICT literate – must be able to use Microsoft Office. Hold a full and valid UK driving licence and have access to own vehicle to travel between schools. Able to lead staff training and projects.	Experience in leading school Liturgies and Acts of Worship. Ability to play a musical instrument / sing in a public setting. Ability to be able to offer spiritual support and guidance to staff and students.	Application Form / Task
4. Knowledge	Knowledge of Catholic Worship, and how to lead distinctive Catholic liturgies.	Able to differentiate work. Understanding of factors likely to impact on pupils' behaviour, mood and well-being	Interview
5. Management	Able to manage own workload Ability to prioritise Able to show initiative Able to work independently when required Excellent organisational skills	Experience of working within a team	Interview / Task
6. Aptitude and Personal qualities	A faithful and practising Catholic - a supportive reference will be required from the Parish priest where you worship. Further details are available on the Diocesan Education website http://www.dioceseofnottingham.uk Excellent communication skills – empathy with children with the ability to relate well to staff and parents Ability to work effectively as part of a team and maintain confidentiality Reliable Calm and Professional Manner Helpful and resilient	High inter-personal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality.	Application / Interview

Our Lady of Lourdes Catholic Multi-Academy Trust

On 1st September 2018, the Our Lady of Lourdes Catholic Multi-Academy Trust brought all of the 21 Catholic schools located in Nottingham City and Nottinghamshire together in a partnership, which will ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools and Chaplaincy hubs of the Our Lady of Lourdes CMAT:

The De La Salle Hub

Holy Trinity, Newark
St Patrick's, Mansfield
St Joseph's, Shirebrook
St Joseph's, New Ollerton
St Philip Neri, Mansfield
All Saints', Mansfield

St Francis of Assisi Hub

Blessed Robert Widmerpool, Clifton
Our Lady & St Edward's, St Anne's
St Patrick's, Wilford
St Edmund Campion, West Bridgford
The Becket School, West Bridgford

The St Oscar Romero Hub

Holy Cross, Hucknall
The Good Shepherd, Arnold
Sacred Heart, Carlton
St Margaret Clitherow, Bestwood
Christ the King CVA, Arnold

The Catherine McAuley Hub

St Teresa's, Aspley
Our Lady of Perpetual Succour, Bulwell
St Mary's, Hyson Green
St Augustine's, Mapperley
The Trinity School, Nottingham

The Trust has its own Teaching School, The Nottingham Catholic Teaching School Alliance, which is based at The Becket School. The Teaching School will support the work of the schools by brokering school to school support, organising subject networks, providing high quality CPD and co-ordinating ITT (Initial teacher training) placements through the Schools Direct route.

Mission Statement

The Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement:

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

Placing the life and teachings of Jesus Christ at the centre of all that we do

Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents

Working together so that we can all achieve our full potential, deepen our faith and know that God loves us

Being an example of healing, compassion and support for the most vulnerable in our society

