



POST	LAY CHAPLAIN
RESPONSIBLE TO	PRINCIPAL
SALARY SCALE	<p>The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for support staff –Scale Point 21 £35,451per annum to Scale Point 22 £36,417per annum</p> <p><i>Upon completion of professional development programme as outlined below, (or suitably qualified on appointment) the postholder will move to Point 23 - £37,385 per annum.</i></p> <p>This post is full time all year round.</p>
START DATE	This post will commence as soon as possible

The College is seeking to appoint a committed Catholic who can support the College, Principal and Director of Catholic Life full-time in the provision of a high-quality pastoral ministry for the staff and students of Notre Dame. We are looking for someone who is well-qualified, able and enthusiastic. You should have a track record of outstanding success and be committed to equality and diversity. The Chaplain is a key member of staff who will work across the whole sixth form College community both internally and externally. You will be able to demonstrate a proactive approach in getting to know staff and students, engaging with them and establishing a positive presence amongst them. You will be fully committed to nurturing and helping students to grow, spiritually, academically and socially in a Catholic Sixth Form and Christian environment.

PROFESSIONAL DEVELOPMENT REQUIREMENTS IN SCHOOL CHAPLAINCY AND YOUTH

We welcome applications from people who are interested in working with young people in this field and we will support you through the following two year programme. This is a programme in which 20% of participants' time is spent in virtual training which is led by an experienced academic team from St Mary's Twickenham University. This normally works out to 4 days in college and 1 day in virtual training with the University. The training will be completed online with University lecturers and key speakers within Chaplaincy and Youth Ministry. There may be face-to-face training delivered in key local 'hubs' to be combined with online study.

The Apprenticeship prepares you for these essential roles:

- responding to the sacramental and spiritual needs of the college
- pastoral care of the pupils and staff
- facilitating links between the college and parishes.

Upon successful completion apprentice candidates will be awarded the Award Title: **Certificate of Higher Education in Chaplaincy, and have met the standards of the Children, Young People and Families Practitioner Apprenticeship.**

Full details of the apprenticeship can be found here: [Apprenticeship in School Chaplaincy and Youth \(stmarys.ac.uk\)](http://stmarys.ac.uk)

CATHOLIC LIFE AT NOTRE DAME CATHOLIC SIXTH FORM COLLEGE

At Notre Dame Catholic Sixth Form College we are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us.

Our aim is to offer a 'World Class Catholic Education' by providing the best care, support and outcome for each individual student. As a Catholic College we make Christ known to all members of our extended community through the way we work and the way we act. The virtues of **faith, hope and love** are at the centre of our teaching, support and guidance. In the words of St Paul, we promote 'be ambitious for the higher gifts there are three things that last: faith, hope and love; and the greatest of these is love.'

Notre Dame is not just about gaining qualifications and passing exams. We also believe in the importance of encouraging spiritual and moral growth and developing important core skills and knowledge which add to the breadth of education.

The post offers the opportunity for an experienced or aspirational individual with a track record of outstanding success working with similar aged young people in an educational setting. You will be motivated to make a significant contribution to the future of Notre Dame within a supportive, friendly environment, with a commitment to the personal and academic development of all students.

THE PURPOSE OF THE POST

- To support the College, Principal and Director of Catholic Life in the provision of a high-quality Catholic experience for each student at Notre Dame.
- To generate a vibrant Catholic life which permeates all areas of College life.
- To ensure that all members of the College community are offered opportunities for spiritual development and support appropriate to their stages in faith.
- To ensure liturgical celebrations are promoted, and links are made between the college, parish, home and other local faith and community groups.
- To protect the rights of all members of the College to religious liberty.
- To develop and maintain an effective Chaplaincy, facilitating the work in a creative and collaborative manner.
- To be an excellent ambassador for the College at all times.
- To pro-actively liaise with the College Achievement Tutors to ensure excellent communication of the Catholic Life of the College.

BEING A CHAPLAIN AT NOTRE DAME MEANS:

- Accompanying and sharing the story of our young people at a particular stage of their journey through life.
- Helping our young people to recognise their need for God and communicating His personality and revelation to them.
- Giving our young people not simply answers to life's problems but rather helping them to shape the questions.
- Being a living witness to the Christian way of Life.
- Be willing to develop our students' talents and use them for the good of others, especially the most needy.
- Animating the liturgy.
- Giving encouragement where and when it is needed
- Being friendly, happy and confident and able to work with patience and generosity, assured that with God our students can do great things.

- Having the courage to try things out and then to reflect on failure as well as success.
- Experiencing a great variety of situations.
- Knowing your people – the students, staff and all who work within and for the College.
- Being what you need to be – prophet, presence, bridge-builder.
- Appreciating and enjoying the happiness and inspiration that our young people can give.
- Supporting College leaders in the further development of the spiritual, religious and liturgical life of the College creating a team approach to chaplaincy.

MAIN DUTIES & RESPONSIBILITIES

Living Out Our Mission

- To celebrate the Catholic ethos of the College through the provision of opportunities for Sacramental life, prayer, celebration and reflection
- To liaise with the Director of Catholic Life in developing the Catholic Life of the College ensuring a continued development of chaplaincy work and consistent promotion of the mission and ethos of the college
- To pro-actively respond to, lead on and develop the charitable work of the College both locally, nationally and internationally in conjunction with staff, students and the Student Executive.
- To raise awareness of social injustice and empowering our students to become advocates for social change
- To facilitate the discussion and implementation of the College vision of Christian community.
- To work with college staff to ensure the Catholic ethos of the College is maintained and spiritual values safeguarded

Developing Our Worship

- To pro-actively liaise with the Director of Catholic Life, the PTE team and the College Achievement Tutors to provide an engaging assembly programme, planned, developed and led on by a breadth of students which follow the liturgical calendar and key annual calendar events
- To support the development of student leadership in both prayer and liturgy and in the chaplaincy
- To devise suitable activities (both liturgical, educational, and social) to mark and celebrate major feasts and seasons of the Church and significant events in the life of the college and of the local, national, and international communities
- To liaise with feeder schools, and parishes to support liturgical and spiritual experiences

Pastoral Care

- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy.
- To have full regard for the College's Equality, Diversity and Inclusivity, and Health and Safety requirements.
- To encourage healthy mental and physical lifestyles through a holistic approach to students' spiritual, mental, and physical wellbeing
- To help students engage in the spiritual life and continue to develop in their own faith
- To help students make a positive contribution in the college community and beyond through charity work, participating in liturgy and working with outside communities
- To develop spiritual and reflective space which allows members of the College community to gather together in prayer and reflection.
- To establish and maintain a positive presence around student and staff communal areas
- Maintain the Catholic life display areas within the College, ensuring they are reflective of Catholic Social Teaching and liturgical themes

Contributing to the Wider Community

- To support links and initiate and maintain communication and consultation with the wider Church and community, in particular with parishes and external agencies.
- To liaise with the local Catholic community for mutual support in the faith development of our young people
- To inform local parishes, Diocese of Leeds and appropriate Church groups of the chaplaincy work within the college.
- To pro-actively support the College in its liaison with Catholic partner high schools and all schools from whom the College recruits' students, across the Diocese and Leeds
- To liaise with College Marketing team and Diocesan Marketing communications to publicise and communicate chaplaincy activities of the college.

Administration, Planning, Monitoring and Evaluating

- To lead on the implementation, preparation and monitoring of the criteria to meet outstanding for Chaplaincy and Collective Worship as described in the Catholic Inspection (CSI) framework
- To lead, develop, co-ordinate and participate in an annual operating plan for the Chaplaincy and a programme of Chaplaincy activities.
- To lead, develop, coordinate and evaluate chaplaincy, liturgical and spiritual experiences offered throughout the college to staff and students to include, but not limited to: trips to Lourdes, visits, residentials including Walsingham and retreats for staff and students.
- Provide all administrative support for College Chaplaincy meetings and activities, including prayer spaces.
- To co-ordinate and lead the Chaplaincy Team and Youth Chaplaincy Team, ensuring regular meetings.
- To attend PTE meetings, contribute to PTE Self-Assessment Report and Annual Action Plan and contribute to PTE lessons promoting the work of the chaplaincy and the ethos of the College.
- To engage in all quality assurance procedures and prepare an annual Chaplaincy self-assessment report.
- To provide regular monitoring reports to SLT, Governors and other stakeholders.
- To manage the Chaplaincy budget
- To communicate both timely and regularly the chaplaincy activities to all key stakeholders.
- To support the review of relevant policies and procedures
- To both support and lead on college liaison work: Taster Days, Information Evenings, and Open Events etc. ensuring a full keeping with the Mission & Ethos
- Support the strategic aims and objectives of the College
- To participate in appraisal arrangements, as and when required

Other

- Flexibility to be available on some evenings and occasionally at weekends
- Be aware of and adhere to all College policies and procedures, including Financial Regulations.
- To take responsibility for continuing personal and professional development and to keep abreast of developments at local and national chaplaincy, Diocesan, CES, Notre Dame Schools and Colleges and ACVIC to inform and facilitate all aspects of the post.
- To undertake other duties and responsibilities commensurate with the nature of the post, and as may be requested by the Principal.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates, and references as appropriate.

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential	Method of Assessment
<ul style="list-style-type: none"> Be a practising Catholic and able to provide a reference form a Priest 	A, I, T, R
<ul style="list-style-type: none"> Display the values, attitudes and behaviour consistent with the Catholic ethos of the College 	A, I, T, R
<ul style="list-style-type: none"> Certificate of Higher Education in Chaplaincy or Must be willing to study towards this 	A, I
<ul style="list-style-type: none"> 2 A levels (or NVQ Level 3 or equivalent) 	A, C
<ul style="list-style-type: none"> GCSE Maths and English at grade C or above (or equivalent qualification) 	A, C
<ul style="list-style-type: none"> Recent successful experience of working with young people 11-18 	A, I, T, R
<ul style="list-style-type: none"> Experience of working successfully with a variety of stakeholders, including Diocese, Governors and high schools 	A, I, R
<ul style="list-style-type: none"> Demonstrate a commitment to, and understanding of, the Catholic Church and Catholic education 	A, I, T, R
<ul style="list-style-type: none"> Have an awareness and understanding of current developments in the Catholic Life of a College and Religious Studies subject area 	A, I, R
<ul style="list-style-type: none"> Proven success in forging and developing positive relations with young people and all those involved in their education 	A, I, R
<ul style="list-style-type: none"> Have a sufficient confidence in his/her own faith journey to be able to support and encourage others in their journey of faith 	A, I, R
<ul style="list-style-type: none"> Positive recent examples of displaying sound common sense, energy, vision and creativity 	A, I, T, R
<ul style="list-style-type: none"> High tolerance levels, openness to change and a lightness of spirit that is able to cope with the tension between being and doing. 	A, I, T, R
<ul style="list-style-type: none"> Positive and approachable manner, flexible manner with a positive 'can-do' approach and positive attitude to work 	A, I, R
<ul style="list-style-type: none"> Be relentlessly proactive with students, staff and all members of the College community 	A, I, T, R
<ul style="list-style-type: none"> Have a commitment to a student-centred approach to the learning process 	A, I, T, R
<ul style="list-style-type: none"> Able to demonstrate excellent working knowledge of MS Office word and Excel 	A, I, T, R
<ul style="list-style-type: none"> Ability to remain calm under pressure 	A, I, T, R
<ul style="list-style-type: none"> Excellent interpersonal/communication skills and able to deliver presentations to an audience 	A, I, T, R
<ul style="list-style-type: none"> Excellent problem-solving skills 	A, I, T, R
<ul style="list-style-type: none"> Have an ability to enthuse, inspire and motivate staff and students 	A, I, R
<ul style="list-style-type: none"> Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines 	A, I, R
<ul style="list-style-type: none"> Able to demonstrate successful experience of use own initiative to organise own workload 	A, I, R

<ul style="list-style-type: none"> • Have an ability to set and achieve high standards for themselves, colleagues and students 	A, I, R,
<ul style="list-style-type: none"> • Able to demonstrate successful experience working as a member of a team 	A, I, R
<ul style="list-style-type: none"> • Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity 	A, I, T, R
<ul style="list-style-type: none"> • Excellent record of attendance and punctuality 	A, I, R
<ul style="list-style-type: none"> • Flexible to work some evenings/ weekends at certain times of the year 	A, I, R
<ul style="list-style-type: none"> • Understanding and commitment to equal opportunities 	A, I, R
<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of young people 	A, I, R
<ul style="list-style-type: none"> • Display the values, attitudes and behaviour consistent with the Catholic ethos of the College 	A, I, R

Desirable

<ul style="list-style-type: none"> • A good honours degree 	A, C
<ul style="list-style-type: none"> • Knowledge of recent developments in the sixth form sector and how these may impact a Catholic Sixth Form College 	A, I
<ul style="list-style-type: none"> • Teaching qualification 	A, I

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. This post is also subject to a satisfactory Social Media check. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via TES

Closing date: 9AM on Friday 12 January 2024.

It is intended that interviews will take place as soon as possible after the closing date.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on Marketing is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2400 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

A core focus on **Staff wellbeing** is key to our success, the college provides numerous initiatives throughout the year to support wellbeing and everything we do is underpinned by the Framework for Ethical Leadership in Education.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

WHAT OUR STUDENTS SAY ABOUT US



Name: Somtochi Agim

School: St Thomas a Becket Catholic High School

Programme of study: A-level Biology, Psychology and Media Studies

What do you like most about Notre Dame?: "I love the diversity at Notre Dame and how there is a clash of culture and it makes Notre Dame lively. There is also so much freedom and opportunity to express yourself no matter what faith or background you come from."



Name: Jack Johnson

School: The Famley Academy

Programme of study: A-level Psychology, PE and History

What do you like most about Notre Dame?: "The best thing about Notre Dame for me was the freedom; choosing between studying, going to get food or meeting friends really made Notre Dame an enjoyable experience."



Name: Neil Davies-Odusanya

School: Cardinal Heenan Catholic High School

Programme of study: A-level Maths, Physics and Computer Science

What do you like most about Notre Dame?: "Notre Dame is a fantastic multicultural college I am proud to be part of. The teachers are very supportive and there are many extra curricular opportunities such as TEAM ND".