



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

POST	APPRENTICE Level 4 - ASSISTANT to LAY CHAPLAIN
RESPONSIBLE TO	LAY CHAPLAIN
SALARY SCALE	Salary will be £20,000 per annum. This post is full time.
START DATE	This post will commence September 2025 or as soon after

The College is seeking to appoint a committed *practising Catholic who can support the Lay Chaplain in the provision of a high-quality pastoral ministry for the staff and students of Notre Dame. We are looking for an Assistant to Lay Chaplain Apprentice who is committed to engaging and working with students aged 16-19.

You will be committed to equality and diversity and 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.

This is a rewarding vocation and would be ideal for a person wanting a future career working in Catholic Education, directly supporting children and young people. Experience of working with children and families would be an advantage.

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. Notre Dame is more than gaining qualifications and passing exams. We believe in the importance of encouraging spiritual and moral growth and developing important core skills and knowledge which add to the breadth of education.

APPRENTICESHIP SUMMARY

Working Week: Monday to Friday (including 1 day a week for study). Full Year Post

Total hours per week: 37

Expected duration: 2 years

Possible start date: September 2025

Apprenticeship level: Level 4

Training:

[Apprenticeship in Working with Children, Young People and Families \(School Chaplaincy, Youth Ministry\)](#)

Training Organisation: St Mary's University, Twickenham (distance learning)

Contact time: 120 hours (10%)

Placement/work-based learning: 800 hours (66.6%)

Guided-learning: 120 (10%)

Independent study: 160 (13.3%)

Upon successful completion, apprentice candidates will receive the award of: **Certificate of Higher Education in Working with Children, Young People and Families (School Chaplaincy and Youth Ministry)** and will have met the standards of the **Children, Young People and Families Practitioner Apprenticeship**.

During the Apprenticeship you will learn how to be an active and effective listener; to safeguard and assess risk; to challenge appropriately; to reflect and enable others to reflect; to be inclusive in your practice; to manage change; to network and build partnerships.

At the end of the Apprenticeship, you will have the knowledge, skills and behaviours that will enable you:

- To have full regard to the principles and values expressed in the College's Mission Statement.
- To support the Lay Chaplain in ensuring all members of the College community are offered opportunities for spiritual development and support appropriate to their stages in faith.
- To support the Catholic ethos of the College through the provision of opportunities for Sacramental life, prayer, celebration and reflection.
- To support the Lay Chaplain to develop student leadership in both prayer and liturgy and in the chaplaincy.
- To nurture student engagement with chaplaincy drawing on your recent successful experience of working with young people age 11-18 yrs.
- To support the Lay Chaplain in developing and coordinating chaplaincy activities for students and staff to include but not limited to: trips to Lourdes, visits, residential including Walsingham and retreats for staff and students.
- To support the Lay Chaplain by being pro-active in supporting the College Chaplaincy Team made up of students and staff.
- To support the Lay Chaplain in the provision of an engaging student assembly programme, to be planned, developed and led on by a breadth of students which follow the liturgical calendar and key annual calendar events.
- To support the Lay Chaplain in the development of the charitable work of the College both locally, nationally and internationally, in conjunction with students and staff.

- To support the Lay Chaplain in 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 support the Lay Chaplain in developing and coordinating an annual plan of provision for the Chaplaincy and the programme of Chaplaincy activities.
- To establish and maintain a positive presence around student and staff communal areas.
- To be an excellent ambassador for the College at all times..
- To support links with the wider Church and community, in particular with parishes and external agencies.
- To inform local parishes, Diocese of Leeds and appropriate Church groups of the chaplaincy work within the college.
- To liaise with College Marketing team and Diocesan Marketing communications to publicise and communicate chaplaincy activities of the college.
- To support the communication both timely and regularly of the chaplaincy activities to all key stakeholders.

Other

- 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 and Diversity and Health and Safety requirements.
- Be aware of and adhere to all College policies and procedures, including Financial Regulations.
- Committed to personal and professional development and to keep abreast of developments at local and national chaplaincy levels.
- Support the strategic aims and objectives of the College.
- To participate in appraisal arrangements, as and when required.
- To undertake other duties and responsibilities commensurate with the nature of the post, and as may be requested by the Principal.

National Standards for Chaplains working in Colleges 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 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
• Be a practising Catholic and able to provide a reference from a Priest	A, I, T, R
• Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I, T, R
• Qualified to Level 3 and GCSE or equivalent in English Language and Maths	A, C
• Have confidence in your own faith journey to be able to support and encourage others in their journey of faith	A, I, R
• Positive and approachable manner, flexible manner with a positive 'can-do' approach and positive attitude to work	A, I, R
• Have a commitment to a student-centred approach to the learning process	A, I, T, R
• Able to demonstrate excellent working knowledge of MS Office word and Excel	A, I, T, R
• Ability to remain calm under pressure	A, I, T, R
• Excellent interpersonal/communication skills and able to deliver presentations to an audience	A, I, T, R
• Excellent problem-solving skills	A, I, T, R
• Have an ability to enthuse, inspire and motivate staff and students	A, I, R
• Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines	A, I, R
• Able to demonstrate successful experience of use own initiative to organise own workload	A, I, R
• Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R,
• Able to demonstrate successful experience working as a member of a team	A, I, R
• Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity	A, I, T, R
• Excellent record of attendance and punctuality	A, I, R
• Flexible to work some evenings/ weekends at certain times of the year	A, I, R
• Understanding and commitment to equal opportunities	A, I, R
• Commitment to safeguarding and promoting the welfare of young people	A, I, R
• Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I, R

Desirable

• Experience of working with young people aged 11-18	A, I
• Experience of leading prayer and liturgy	A, R,
• Experience of Youth Ministry in the Catholic Church	A, R,

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. The 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 the TES Portal.

Closing date: 9AM on 25th June

It is intended that interviews will take place as soon as possible afterwards.

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 site 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.'

***What is the objective definition of a ‘practising Catholic’ for appointments to key posts in Catholic Schools and Colleges?**

To objectively define what a ‘practising Catholic’ is when assessing applicants for key leadership posts within a Catholic institution, 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’.

Applicants for the post are encouraged to read the full statement from ‘*Christ at the Centre*’ by Mgr Marcus Stock (2012) available online through the following link:

https://www.catholiceducation.org.uk/images/Christ_at_the_Centre_1.pdf