



POST	ASSISTANT to LAY CHAPLAIN (A job share would be considered)
RESPONSIBLE TO	LAY CHAPLAIN
SALARY SCALE	<p>The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for Support staff, spine point 10-14 £25,276-£28,549.</p> <p>Actual pay based on 195 days per year is Spine 10 (0.8553 FTE) - £21,617 per annum to Spine 14 (0.8590 FTE) - £24,524 per annum.</p> <p>The salary spine point will be based upon qualifications, skills and experience.</p>
HOURS	<p>Full time, 37hours per week.</p> <p>This post is term time only plus 5 days, i.e. 195 days per year (195 days per year is 0.8553 to 0.8590 full time equivalent).</p>
START DATE	This post will commence as soon as possible.

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 (job-share considered) who is committed to engaging and working with students aged 16-19. You will be well-qualified, able, and enthusiastic. You should have a track record of outstanding success and be committed to equality and diversity. 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.

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.

The post offers the opportunity for an experienced or aspirational individual with a track record of outstanding success. 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.

MAIN DUTIES & RESPONSIBILITIES

- 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 celebrate 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 support the Lay Chaplain in the development and maintenance of an effective Chaplaincy, facilitating the work in a creative and collaborative manner.
- 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 operating plan for the Chaplaincy and the programme of Chaplaincy activities.
- To support the Lay Chaplain in developing and coordinating chaplaincy activities for staff and students to include but not limited to: trips to Lourdes, visits, residentials including Walsingham and retreats for staff and students.
- To support the Lay Chaplain by being pro-active in supporting College Chaplaincy Team.
- To provide administrative support for College Chaplaincy meetings and activities, including prayer spaces.
- To support the Lay Chaplain in the liaison with Catholic partner high schools and all schools from whom the College recruits students, across the Diocese and Leeds.
- To support the Lay Chaplain in the provision of 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 Lay Chaplain in the development of the charitable work of the College both locally, nationally and internationally, in conjunction with staff, students and the Student Executive.
- To support the facilitation of the discussion and implementation of the College vision of Christian community.
- To protect the rights of all members of the College to religious liberty.
- 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 the Lay Chaplain in college liaison work: Taster Days, Information Evenings, and Open Events etc. ensuring a full keeping with the Mission & Ethos.
- 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.
- 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.
- 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.

Being a Chaplain means:

- Accompanying and sharing the story of young people at a particular stage of their journey through life.
- Helping young people to recognise their need for God and communicating His personality and revelation to them.
- Giving 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 students’ talents and use them for the good of others, especially the most needy.
- Spending time in the student communal areas and staff room.
- Animating the liturgy.
- Giving encouragement where and when it is needed.
- Being friendly, happy and confident and being able to work with patience and generosity, assured that with God 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 young people can give.

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 from 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

• A good honours degree	A, R
• Recent successful experience of working with young people 11-18	A, I, T, R
• Experience of working successfully with a variety of stakeholders, including Diocese, Governors and high schools	A, I, R
• Demonstrate a commitment to, and understanding of, the Catholic Church and Catholic education	A, I, T, R
• Have an awareness and understanding of current developments in the Catholic Life of a College and Religious Studies subject area	A, I, R
• Proven success in forging and developing positive relations with young people and all those involved in their education	A, I, R
• Have sufficient confidence in his/her own faith journey to be able to support and encourage others in their journey of faith	A, I, R
• Positive recent examples of displaying sound common sense, energy, vision and creativity	A, I, T, R
• 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
• Positive and approachable manner, flexible manner with a positive 'can-do' approach and positive attitude to work	A, I, R
• Be relentlessly proactive with students, staff and all members of the College community	A, I, T, 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

• Knowledge of recent developments in the sixth form sector and how these may impact a Catholic Sixth Form College	A, I
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• Teaching qualification	A, R, C
• Certificate of Higher Education in Chaplaincy	A, I, C

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. Further information regarding our safeguarding practices, including our Safeguarding Policy can be found on our [website](#).

Completed applications should be returned via the TES Portal.

Closing date: 9AM on Monday 13 January 2025

It is intended that interviews will take place week beginning 20 January 2025

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 OUR STUDENTS SAY ABOUT US



Name: Oliver Coates

School: Garforth Academy

Programme of study: Drama and Theatre, Law and Maths

University: Italia Conti Academy of Theatre Arts - Musical Theatre

What did you like most about Notre Dame?: "Notre Dame's staff are incredibly helpful, especially the maths department. The college is a really friendly environment where making friends is so easy".



Name: Charlotte Campbell

School: Gateways School

Programme of study: Maths, Further Maths, Computer Science and Photography

University: University of Bristol - Mathematics

What did you like most about Notre Dame?: "I enjoy the location of Notre Dame because it is conveniently close to the city centre. I also enjoy the independence and support we receive at College".



Name: Naomi Durkin

School: St Bede's and St Joseph's Catholic College

Programme of study: A-Level Business, Computer Science and Maths

University: University Of Nottingham - Computer Science

What did you like most about Notre Dame?: "I feel supported by the Notre Dame Community. It's a great place to study and be a student. The pastoral team are always there for you."



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

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'.

Therefore, for appointment as a member of the governing authority of a Catholic School or to key posts within the school, a 'practising Catholic' is to be defined as someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

For further information, please see the additional document titled 'Definition of a Practising Catholic - DoL Sept 2024' available for download in the TES advert for this vacancy.

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