



# ST JAMES'

CATHOLIC HIGH SCHOOL



## Lay Chaplain

Candidate Information | November 2024



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2024, **77% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **59% achieving a Grade 5 or above in both English & Mathematics**
- **87 grade 9s and 128 grade 8s were awarded to our students in 2024**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students.

Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

**Anthony Pontifex**  
Headteacher



The Governors wish to appoint a

# Lay Chaplain Full Time and Permanent

(term time only)

Scale S01 SCP 23 - 28 £33,366 - £37,938 pro rata (actual  
£28,924 - £32,888)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome for this post from practising Catholics. A faith reference is required to be sought for this position before interviews take place. For further guidance please follow this link: <https://bit.ly/3MINIQQ>

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Lay Chaplain

**Closing Date: Wednesday 8th January 2025, 12 noon**

**Interview Date: Wednesday 22<sup>nd</sup> January 2025**

Please note a current CES application form (version 14) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamesheadle.co.uk](mailto:headteacherpa@stjamesheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# Lay Chaplain

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Main Responsibilities of the Post

- To generate a vibrant Catholic life within school which permeates all areas of school
- To work with school staff to ensure the Catholic ethos of the school is maintained and spiritual values safeguarded
- To ensure liturgical celebrations are promoted, and links are made between the school, parish, home and other local faith and community groups
- To oversee the implementation of the new Prayer and Liturgy Directory
- To Coordinate Prayer and Liturgy
- To provide pastoral care and spiritual guidance to students and staff within the Catholic ethos of the school. The Lay Chaplain will work closely with the school leadership team and wider school community to create a supportive and nurturing environment.

## Developing Our Worship

- Plan and co-ordinate the collective worship programme and assemblies for the school year
- Lead staff in the fulfilment of their duty to support the Catholic ethos of the school for example, with Form time prayer and assemblies
- Provide the daily prayer for Tutors with themes, prayers and readings appropriate to the age of the children
- Provide suitable resources for prayer and worship both individual and communal, and train staff in leading worship and group prayer
- Organise, prepare, lead, and evaluate residential retreats, days of reflection and other spiritual activities appropriate to the age and understanding of the participants
- Be the budget holder for Chaplaincy purchases and responsible for the income and expenditure balance sheet for 10 student retreat days per year
- Arrange and coordinate school missions and events to involve all members of the school community, parents/carers, Governors and the wider local community
- Prepare and lead worship and liturgical experiences (including relevant sacraments) and events for Form groups, Year groups and the whole school, ensuring the prayerful engagement of pupils and staff
- 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 school/college and of the local, national and international communities
- Liaise with other areas of the school, the primary feeder schools and parishes to support liturgical and spiritual experiences

- Develop the use of our Chapel as a key element in our plans for spiritual development and provide the supervision of students
- Plan and liaise with other members of staff in helping to maintain an evidently Catholic ambience in the school's physical environment, ensuring decorations and displays follow the liturgical calendar
- Assist in the PHSCE programme where appropriate
- Maximise opportunities to collaborate with and support the work of the RE Faculty in promoting Catholic Social Teaching in school and integrating faith into the curriculum
- Create and deliver an annual twilight CPD session, in conjunction with the Deputy Head, for all staff
- Advise and support our Governors where appropriate

## Pastoral Care

- Where appropriate to provide additional counselling and care for members of the school community in liaison with St James' Catholic High School pastoral team.
- Provide individual or group counselling on matters of faith and practice
- Encourage healthy mental and physical lifestyles through a holistic approach to students' spiritual, mental, and physical wellbeing
- Safeguard students when undertaking activities and events related to the Chaplaincy programme, undertaking risk assessments, and managing risk
- Help students engage in the spiritual life and continue to develop in their own faith
- Help students make a positive contribution in the school community and beyond through charity work, participating in liturgy and working with outside communities
- Respond to the spiritual and emotional needs of the students offering appropriate support and advice
- Conduct pastoral interviews with students and provide counselling services as needed
- Maintain records of pastoral interactions and prepare reports and statistics as required
- Lead the Faith Prefects and support their own faith development
- Attend staff meetings and parents' information meetings as appropriate

## Living Out Our Mission

- Plan and provide opportunities for students that encourage 'faith in action'
- Represent the school at Diocesan level and build up links with other appropriate groups, charities and agencies
- Liaise with other Diocesan organisations
- Plan and lead the school's charity fundraising activities including raising awareness of social injustice and empowering young people to become advocates for social change
- Attend mini-DASH (Diocesan Association for Secondary Headteachers) events with our students

### **Contributing to the Wider Catholic Community**

- Liaise with the local Catholic community for mutual support in the faith development of our young people
- Make arrangements for the regular celebration of mass and sacrament of reconciliation within school with the priests of the local parish and facilitate partnership. Assist with communication between the school and our partner parishes and where possible involving clergy in the life of the school
- Initiate and maintain communication and consultation with local clergy, partner primary schools, other Catholic schools, the Diocese and other agencies as required
- Support and be involved in Deanery collaborative work

### **Planning, Monitoring and Evaluating**

- Contribute to the Chaplaincy element within the school's annual improvement plan
- Undertake self-evaluation exercises, and participate in the school's evaluation and performance management procedures and contribute to the self-evaluation processes in readiness for Inspection
- Evaluate the liturgical and spiritual experiences offered throughout the school
- Support in the review of relevant policies and procedures
- Produce a report for Governors each term and attend Governors' Meetings, when necessary

### **Other Specific Duties**

Many specific responsibilities will require collaborative working with other team members which, as the Lay Chaplain you will develop proactively

This post is subject to Enhanced DBS disclosure and basic online searches. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description

# Lay Chaplain



Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>SPIRITUAL AND INTELLECTUAL</b>				
Be a person of faith and prayer with a deep commitment to the Catholic Church; a practising Catholic	✓		✓	✓
Have a good understanding of the Church's liturgy and be able to enthuse children to take part in school worship	✓		✓	✓
Be up to date with current thinking and practices in the Catholic Church and Catholic Education	✓		✓	✓
Be committed to on-going training and learning	✓			✓
Able to understand the complexity of working in a school and sensitive to the need to work together in the interests of children	✓		✓	
Able to exercise sound judgement in a wide range of situations	✓		✓	
<b>INTERPERSONAL AND COMMUNICATION SKILLS</b>				
Be a good listener	✓			✓
Be confident and comfortable with speaking one-to-one and to large groups	✓		✓	✓
Able to relate well to children and young people, as well as able to develop and establish good relationships with a broad range of people	✓		✓	
An articulate speaker with presence and the ability to present, credibly and enthusiastically, the challenges of the Gospel	✓		✓	✓
Able to write high quality articles for school newsletters and website		✓	✓	
Excellent oral and written communication skills		✓	✓	✓
<b>OTHER ABILITIES AND SKILLS</b>				
Excellent organisation and administration skills		✓	✓	
A good time manager with the ability to prioritise and meet deadlines and able to respond to spontaneous events and work well under pressure	✓		✓	✓
Be comfortable working in a classroom environment		✓	✓	✓
Willing to participate in the life of the school and contribute to the extracurricular programme	✓			✓
<b>PERSONAL QUALITIES</b>				
A high level of personal and professional integrity and good judgement	✓			✓
Sensitivity to the needs and feelings of people regardless of age, religion or belief, sex, race, or disability	✓			✓
To be a role model for pupils and staff through personal and professional conduct	✓			✓
Reliable and able to work on own initiative and as a member of a team	✓			✓
Able to be confidential	✓		✓	✓
<b>QUALIFICATIONS AND EXPERIENCE</b>				
Educated to degree level;		✓	✓	
Degree in Theology/Catechetics		✓	✓	

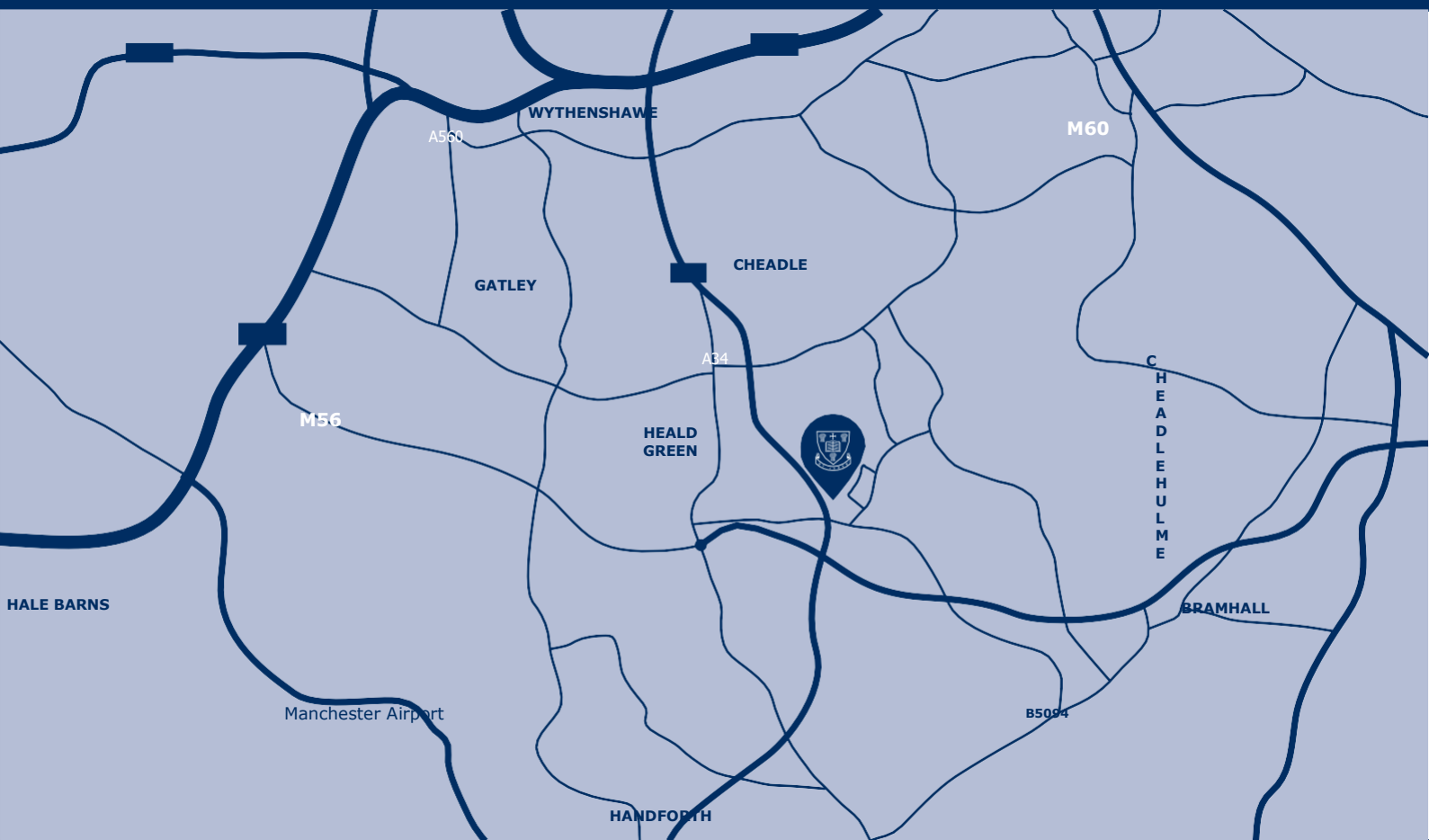
# Contact

**Kirsty Bowers**  
PA to the Headteacher

0161 482 6900  
headteacherpa@stjamesheadle.co.uk

[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)

St James' Catholic High  
School St James' Way  
Cheadle  
Hulme  
Cheadle  
Cheshire  
SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 9:26