



**St Cuthbert's
Catholic High School**

Live life in all its fullness

School Chaplain

Application Pack

November 2024

**MORE THAN
A SCHOOL**





November 2024

Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of School Chaplain **to commence ASAP**.

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school**. *"Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work"*.

"Leaders have put together a coherent and well-ordered curriculum across all subjects. The curriculum identifies what pupils will learn and when this content will be taught. Leaders have ensured that the curriculum is broad and balanced from Year 7 to Year 11. The curriculum is ambitious. Leaders have successfully increased the proportion of key stage 4 pupils who study subjects included in the English Baccalaureate".

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland
Headteacher



Our Motto

*Live life in
all its fullness*

John 10:10

Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

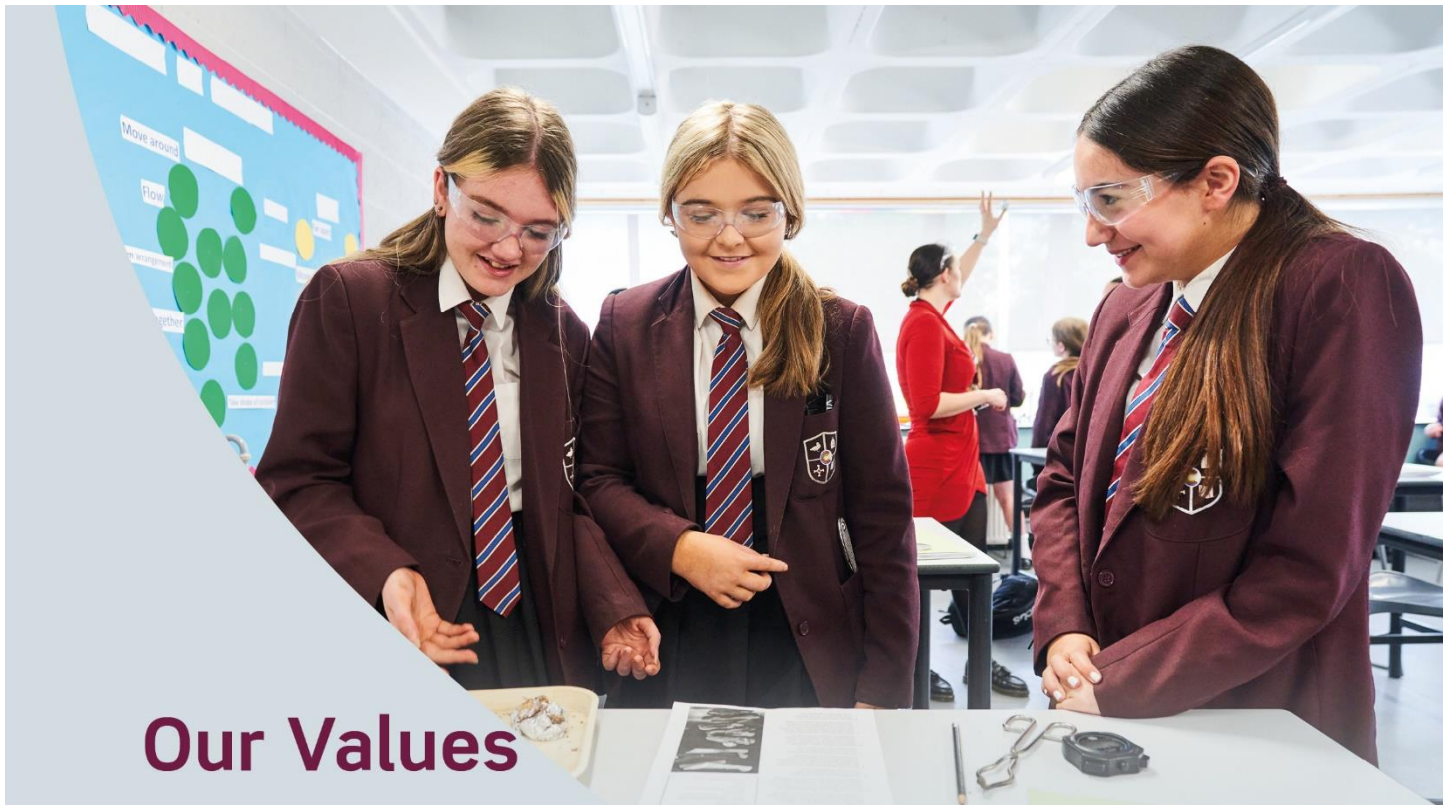
accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



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Live life in all its fullness



Our Values

Courage

Commitment

Compassion

Community

Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



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Job Description

Job Title:	School Chaplain
Line Manager(s):	Head of RE/SLT Line Manager
Responsible for	Developing and animating the spiritual and religious life of our school community.
Salary Scale :	SCP19-22
Hours:	37 hours per week, term time plus 3 weeks
Contract:	Permanent

Core Purpose:

To develop a strategic, systematic and inspiring plan for the students' spiritual development in keeping with Our St Cuthbert's tradition. To be a high profile witness to our St Cuthbert's commitment to the spiritual development of every member of our school community, both within and beyond the school day. Safeguarding students in accordance with statutory provisions.

Our Chaplain will:

- Be a visible faith presence in our school community
- Plan and deliver appropriate liturgy throughout the Church year.
- Develop the physical environment into one which reminds us all of our Christian commitment and develop the Chapel as a sacred space within our community.
- Maximise opportunities to support the work of the RE team and all other departments in promoting the spiritual, moral, social and cultural development of all.
- Organise residential retreat opportunities and other off-timetable activities for all staff and students.
- Coordinate collective worship and assemblies in school.
- Have input, where appropriate, into the school development plan.
- Represent the school at Diocesan level and build up links with other appropriate groups, charities and agencies.
- Develop our Annual Founders Day celebrations and liturgy.
- Provide opportunities for students to respond to social justice issues.
- Develop links with local parishes, clergy, the St Cuthbert's network and the wider community.
- Assist in the PHSE programme where appropriate.
- Be available to support students and staff, celebrating their joys and sorrows, hopes and fears.
- Support all aspects of the pastoral network in our school, where appropriate.
- Regularly review and evaluate their role and mission.

For our students, our chaplain will:

- meet them where they are on their faith journey.
- be aware of their needs and listen to their concerns.
- inspire through their example of St Cuthbert's living
- challenge and support on standards, morals and values of Christian life.
- Share with and lead students in prayer and provide opportunities for stillness and reflection

For our staff, our chaplain will:

- support staff and build up good relationships.
- be a link in our Catholic community.
- support staff in their delivery of classroom worship and assemblies.
- support staff in their own faith development, providing opportunities for stillness and reflection.

For our Governors, our chaplain will:

- advise and support where appropriate.
- advise on the spiritual development of students.
- advise on our schools distinctive St Cuthbert's nature.

For our Chaplain, our school will:

- require no teaching
- provide an office and other appropriate resources (eg supervision)
- ensure that the role of the chaplain and Chaplaincy is always seen as important and valued in school life
- recognise and affirm the support the chaplain needs to be given.
- provide training if needed and opportunities to support the faith development of the chaplain.
- provide clear line management and suitable performance management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

The details contained within this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Postholder's
Signature:**

Date: / /

**Headteacher's
Signature:**

Date: / /

Person Specification

POSITION: School Chaplain

CRITERIA	E= Essential D = Desirable	Identified by
Qualifications and Training <ul style="list-style-type: none"> Theology Degree or equivalent qualification or comparable level of relevant experience 	E	Application Form
Experience <ul style="list-style-type: none"> Experience of working with young people Experience of working in a Catholic environment/community: parish, school, retreat centre or youth service Experience of preparing and delivering liturgies Effective organisational and administrative skills The ability to manage time and workload effectively 	E E E E E	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Professional Knowledge <ul style="list-style-type: none"> Demonstrate knowledge and understanding of issues affecting young people Ability to relate to and inspire young people Practising and committed Roman Catholic Demonstrate an understanding of Catholic Education and the ability to develop and deliver Catholic education programmes Demonstrate knowledge and understanding of social and education programmes in the context of the teaching of the Catholic Church and our St Cuthbert's identity Commitment to continuing personal and professional development 	E E E E E E	Application Form Interview Application Form/Interview Interview Interview Application Form
Leadership Skills and Values <ul style="list-style-type: none"> Ability to inspire, motivate and challenge students and staff Ability to communicate effectively with colleagues, students, parents and external agencies 	E E	Application Form/Interview Application Form/Interview
Personal attributes <ul style="list-style-type: none"> Flexibility and responsibility to cope with diverse needs of the post Resilience to work under pressure Positive, optimistic and a problem solver Ability to quickly establish positive relationships with students, staff and parents Ability to use technology effectively Commitment to safeguarding and protecting the welfare of young people 	E E E E E E	Interview Interview Interview Interview Application Form/Interview Application Form/Interview
Other Requirements <ul style="list-style-type: none"> Ability to relate to the everyday needs of our students and staff To work creatively, collaboratively and humbly in all aspects of the role An ability to fulfil all spoken aspects of the role with confidence through the medium of English. 	E E E	Application Form/Interview Application Form/Interview Interview

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding - Disclosure and Barring Service Check

St Cuthbert's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

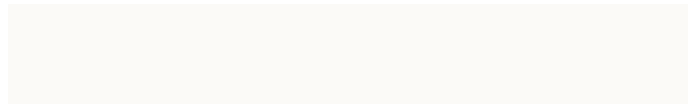
The closing date for applications is **Monday, 11th November 2024 at 9:00am.**

Interviews will be held on:
TBC.

Completed application forms should be returned by email to recruitment@stcuthberts.com

The Headteacher
St Cuthbert's Catholic High School
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.





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**For more information, please contact
the Headteacher, Mr Stuart Holland
on 01744 678123**

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www.stcuthberts.com



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