

## Information for Lay Chaplain



Oaklands Catholic School and  
Sixth Form College

**Information for Applicants**  
**July 2017**

# Information for Lay Chaplain

Dear Colleague

**Lay Chaplain  
37 Hours per Week  
Support Staff Pay Scale, Grade F (£31,479-£35,430 FTE)  
Term Time only**

Thank you for your interest in the advertised post of Lay Chaplain at Oaklands School. Please find enclosed the Information Pack issued by the Governors regarding this post. The position has arisen as a result of the retirement of the current post holder, following eight years of outstanding service with the school.

The successful candidate will be a Catholic and will contribute to the spiritual formation of the school. It is likely the he/she will have previous experience working in schools or in chaplaincy with young people. Forming successful relationships between staff, parents, pupils and clergy is key to the role. The successful candidate will be self-motivated and self-sustaining. The Governors are looking for someone to grow into this challenging role. The appointment is made by the Governors, however a Catholic lay chaplain is an agent of the Bishop and must have a mandate from him to carry out this work.

The school is looking to develop a close relationship with St Peter's Primary School, so there is a possibility to support chaplaincy work in the primary context. In addition, the post may include working alongside other schools in the Edith Stein Multi Academy Trust.

**In addition to working as a school Chaplain, the successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff at Oaklands are expected to display a commitment to the protection and safeguarding of children and young people.**

I hope this information is useful. However, if there is any further way in which I can be of assistance, please do not hesitate to contact me at the school.

May I remind you of the following dates:

Closing Date for Applications	Friday 6 October 2017
Proposed Interview Date	Week commencing 9 or 16 October 2017

**The school reserves the right to interview candidates and appoint at any point during the process.**

We look forward to receiving your application for this important appointment.

Yours sincerely



Matthew Quinn  
**Headteacher**

ENCLOSED

- Application Information
- Job Description (The Ministry of the Chaplain)
- Person Specification

### Our Journey

Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a catholic education at the School, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.



Oaklands has over 1,300 students on roll, including a Sixth Form College of 250 students. It is a well-established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE, AS and A2 Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

The school is part of a soft federation; working closely with other local schools this provides an opportunity to share expertise and resources. In 2012 we became a strategic partner in the Solent SCITT increasing our capacity for the training and development of new teachers. This year we have also become a strategic partner in a Catholic teaching school.

The school will give provide you with significant opportunities to help you develop your career so that you can eventually move on and up from the role of subject teacher.

We are on an exciting and imaginative journey; creativity is the heart of the school's approach, resulting in innovative approaches to:

- teaching and learning – encouraging questioning, reflection and challenge
- literacy and numeracy – using all subjects to develop these core skills
- curriculum design – establishing a common approach to assessment
- use of data – supporting individual progress and personalising learning
- growing school of leaders – developing leadership at all levels
- School improvement – empowering staff to take responsibility for areas of change

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. The Governors continue to invest in facilities and have just completed the external refurbishment and window replacements of the English classrooms.

The Chapel is a focal point the school's spiritual life. Oaklands is also fortunate enough to have a part-time Chaplain.

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**The aims of the school emphasise the importance of each student as an individual and the need to focus on and promote the spiritual, moral, intellectual, physical, social, personal and cultural development of each person entrusted to our care.** To this end, the community endeavour to create a Christ centred learning community whose primary aim is to ignite a passion for faith and learning. At Oaklands we recognise that students have special and different gifts, we aim to develop them in a climate where they can be shared and personal achievement can be maximised, where difference is not just tolerated but celebrated. Students need to work within an environment where they can develop their unique God given gifts and feel lovable, loved, capable and valued members of the community. This occurs within a warm and caring safe and open environment in which all children can grow in confidence and trust, and achieve their true all round potential.

The school also recognises its responsibility to foster a Christian atmosphere, to equip the young students in its care to face the adult world with confidence and to play a responsible part in a society which is rapidly changing and holds a variety of different standards. This confidence is shaped through a deep understanding of the relationship between faith and culture. Students are encouraged to further their faith journey. To this end Religious Education, Form and Year Assemblies, Year Masses and Liturgical services, Full School Masses, Residential Experiences, and Community Service are all important aspects in the life of the school.

At Oaklands extra-curricular activities are an essential part of a young person's development and all students are encouraged to profit from the wide range of activities on offer. Whatever their talents and abilities there are opportunities to succeed.

The successful pastoral system at Oaklands is built on the strong partnership between the school, home and parish enabling each student to flourish. We believe that parents have a key role to play in the education of their child. The Year Head and Form Tutors, through the pastoral curriculum at Oaklands, emphasise with students the importance of self-discipline and responsibility and also the importance of care, concern and respect for each other at all times. Close parental links with the tutor and Head of Year are an essential ingredient of our success as a school

**July 2017**

## Job Description

### Main focus/role

To provide spiritual and pastoral support to the pupils and staff of the school, bearing witness to the Mission Statement and maintaining and enhancing the distinctive Catholic nature of the school.

### School Mission

This will be delivered through the following objectives:

- To develop spiritual growth and an understanding of Christian Faith.
- To provide a broad and balanced education, which is rooted in Catholic teaching, values and principles.
- To recognise the unique talents and value of each individual so that everyone can experience the success which promotes self confidence and a positive self image.
- To establish an environment in which care and mutual respect is clearly evident.
- To raise awareness of the value of people of other faiths, backgrounds and ages and encourage respect for them.

### Key Areas of Responsibility

- To provide spiritual and pastoral support to members of the school community.
- To develop and enhance the spiritual, liturgical and prayer life of the school, providing opportunities for worship and reflection.
- To organise a full programme of school liturgies and retreats.
- To develop links between other schools in the Edith Stein MAT
- To develop links between the school, the Diocese, parishes and the wider community.

### Main Tasks

The Lay Chaplain will carry out such particular duties as the Headteacher may reasonably direct from time to time and will, in addition, have the following responsibilities:

- **To work in partnership** with the visiting local priests to reinforce the distinctive Catholic nature of Oaklands
- To take **active responsibility** to maintain the School Chapel, Chaplaincy team and Sacristy area as a place of welcome and hospitality, where all members of the community can feel welcome and at ease.
- To **manage** and maintain the prayerful atmosphere of the Chapel and encourage its use by the school community.
- To be **responsible for** developing appropriate and relevant opportunities for prayer, worship, reflection and spiritual growth for the whole community.
- To **lead on, organise and deliver** specific and appropriate liturgies at key points in the liturgical calendar.
- To visit forms and **Lead liturgies** and Acts of Worship
- To work with students and staff to promote active involvement in preparation and celebration of appropriate liturgies.
- To support and assist other relevant staff in preparing and delivering assemblies and liturgies. Where appropriate to lead such occasions.
- To **organise** the celebration of Mass when required during the course of the year.
- To **co-ordinate and organise** a programme of retreats.
- To **organise and lead** on specific one off events such as the SION community visit.

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- To **further Diocesan youth work** and extend links with the wider community and local parishes and clergy.
- To develop the work of the Chaplaincy team and encourage participation from
- To organise Cafod Fast Days for the school community.
- To **manage the resources** available to the Chaplaincy, ensuring efficiency, cost effectiveness and the keeping of accurate records of spending.
- To **liaise with local clergy** in the provision of the sacramental ministry.
- To **meet on a regular basis** with the RE team for planning and support purposes.
- To **work with senior students** in developing the distinctive nature of “Chaplaincy” for students.
- To **develop the wider contribution** and understanding/engagement of pupils through the introduction of groups addressing such areas as Cafod, SVP etc
- To provide **spiritual support for all staff**, recognising as we do that supporting those who do the work of the school is as important as the support we give to our pupils.
- To **produce and publish** a weekly Prayer Sheet for staff to share with students each day
- To **develop and publish** a Chaplaincy newsletter that can be shared across parishes and feeder schools
- To **develop chaplaincy links** and liturgical support for Catholic feeder schools.
- To **assist in the review and evaluation** of current policy and practise in relevant areas of faith development and to work with other staff on development plans.

## Other General Tasks include

- Liturgical preparation
- The chapel and chaplaincy team
- Working alongside parents, staff and students
- Advocacy
- Low level Counselling

Other duties as directed by the Headteacher.

## Hours of Work

Term time only, including ½ hour unpaid lunchtime.

The successful candidate will be expected to be available from 8:30am to assist in early morning assemblies, staff liturgy and staff briefings. Some twilight working is expected.

## Salary

£31,479-£35,430 - negotiable depending on experience

(Please note this is the full time rate; the post is 37 hours per week, term time only. Approximate actual salary range will be £28,080-£31,212).

## Person Specification

### Qualifications

	Essential	Highly Desirable	Desirable
Degree or relevant qualification / experience		X	
Qualification related to chaplaincy or pastoral work			X
Qualification in counselling			X
Relevant experience working in schools or youth setting		X	
Deep knowledge of liturgy and the ability to creatively draw upon the rich traditions of the Catholic Church	X		
Experience in delivering liturgy and worship to different audiences	X		
Have a thorough understanding of Safeguarding and Child Protection Issues (training will be provided)	X		
Good ICT skills		X	

### Faith Commitment

	Essential	Highly Desirable	Desirable
Practising communicant member of Roman Catholic Church.	X		
Demonstrates deep commitment to her/his own spirituality within the Catholic faith	X		
Sound understanding of the distinctive nature of the Catholic school		X	
Ability to articulate to a wide audience the theological basis and consequences of faith engagement with education			X
Understanding of leadership role in spiritual development of pupils and staff	X		
Understanding of school's role in the life of Catholic parishes and Dioceses.		X	

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### Attributes related to the role

	Essential	Highly Desirable	Desirable
Ability to work constructively within a team and to contribute to the mission of the school	X		
Self-motivation to work as an individual on initiatives	X		
Work well under pressure and have strategies to sustain a demanding workload.	X		
Good communication and have diplomatic skills particularly in potentially pastorally challenging and hostile environments.	X		
Have the ability to initiate and motivate	X		
Self-sustaining	X		
Have a sense of humor	X		
Be organised, energetic and outgoing	X		
Relate easily to staff, pupils, parents, governors and clergy	X		
Take an interest in, and respond to, educational initiatives		X	
Be creative in facilitating acts of worship	X		
Demonstrate a willingness to develop the skills needed to work in a school setting	X		

# Application Information

## TERMS AND CONDITIONS

All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The governors, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.

Position Offered:	Lay Chaplain		
Hours:	37 hours per week Term time only (including 5 inset days) + one additional week		
Scale:	Grade F	£31,479 - £35,430 £28,080 - £31,212	(Full Time Equivalent) (Actual salary based on 37 hours per week, term time only)
Times:	Exact working hours to be agreed		
Commitment:	Permanent (Subject to a probation period)		
Commencement:	Autumn Term 2017		

## APPLICATION PROCESS

You are asked to complete and include the following:

1. Application Form (this can be downloaded from our website)
2. Curriculum Vitae
3. Application statement (page 6 of the form). On this page I would be grateful if you could indicate in no more than 500 words how your previous experience as a practicing Catholic has prepared you for this position.

**Application received without a CES Application Form will not be considered for the post.**

**Completed applications should be returned to: Mrs S Mann, PA to the Headteacher either by post or via email [s.mann@oaklandscatholicschool.org](mailto:s.mann@oaklandscatholicschool.org)**

## PROCEDURE FOR OBTAINING REFERENCES

**The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. For this position, one referee must also be your Parish Priest/the Priest at the Parish where you regularly worship. Please see the details in the application form. We reserve the right to take up references with your previous employer.**

In addition to asking your referee questions related to your suitability for the position we will make enquires in to the following

1. Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
2. Whether the applicant has been the subject of any safeguarding concerns
3. The outcome of any enquiry or disciplinary procedure

If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open references' from a candidate.

## INTERVIEW PROCEDURE

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirement of the post. The selection process will include a consideration of the suitability to work with children and young people.

The activities at interview will include:

- Student Panel Interview (observed by a senior member of staff)
- Short Task
- Panel Interview with Staff

During the interview day candidates will have a tour of the school, an opportunity to meet key personnel and an opportunity to talk to students, these events are organised so that candidates can form a judgment of the school, they will not be part of the interview assessment.

## SCHOOL INFORMATION

Please refer to our website for further information about the school [www.oaklandscatholicschool.org](http://www.oaklandscatholicschool.org)