



Lead Lay Chaplain

Application Pack

Dear Applicant,

I have the pleasure in enclosing an application pack as requested for the post of Lead Lay Chaplain.

Within the application pack you will find:

- a) Link to the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description & Person Specification

Applicants should complete their application with a supporting statement highlighting in particular, their successes to date and their personal strengths. Any gaps in previous employment must be explained. Please submit applications to the Trust by the **closing date, noon on Friday, 29th March 2019**.

Applying for the Lead Lay Chaplain role will be the start of a journey into the hearts of our wonderful children who will welcome you with the great sense of pride and passion they feel for their schools.

Shortlisting will take place on Monday, 1st April 2019 with interviews scheduled for Monday, 29th April 2019.

Should you wish to visit our schools or arrange an informal telephone discussion in relation to this position please contact Rebecca Chambers, Executive Assistant between 9am and 5pm Monday to Friday on 01642 298100.

As mentioned in the advertisement, an enhanced DBS disclosure is required for this post. It is important to note that Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Yours sincerely,

Karen Clarke

Head of Human Resources

DEAR APPLICANT

Nicholas Postgate Catholic Academy Trust strongly holds the view that the Catholic School Chaplain plays an important role in the spiritual and emotional lives of pupils, teachers and parents.

Historically, in the Dioceses of Middlesbrough there has been a close connection between the school and the parish community. We see Chaplaincy as an essential element in the faith and pastoral mission of our Catholic schools. The provision of an effective programme of spiritual and pastoral care within all our schools is a non-negotiable.

Within the Trust the central role of school Chaplaincy is to serve the pastoral and spiritual needs of staff and pupils in the Catholic school. Chaplaincy will also be a place where pupils and staff can find room, encouragement and opportunities to grow in their human and personal development. The school lives and grows as a unique Catholic community to which staff and pupils belong and have opportunities to grow in humanity, knowledge and faith. The Chaplain provides and taps into existing evangelisation opportunities for the school community and supports the faith life of its Catholic student body, as well as encouraging those of other traditions and Faiths to continue and nurture their own journey of faith. In a very real and tangible way, the School Chaplaincy represents and symbolises the Church's commitment to its mission to young people.

If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Yours sincerely,

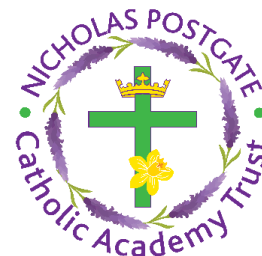
Hugh Hegarty

M.Sc. NPQH PGCCGC B.Ed Hons CTC

CEO



NICHOLAS POSTGATE CATHOLIC ACADEMY TRUST



Nicholas Postgate Catholic Academy Trust is made up of 21 primary schools, four secondary schools, a sixth form college and a teaching school.

Four of the Trusts primary schools have been named in the *Sunday Times* top 250, Christ the King, in Thornaby, St. Edward's, in Linthorpe, St. Thérèse of Lisieux in Ingleby Barwick and St. Bedes in Marske-by-the-Sea, which was also named State Primary School of the Year by the paper.

We work collaboratively to ensure a strong Catholic education for children aged 3-18 across all our Trust schools. The key benefits include:

- Rapid dissemination of best-practice across the group – sharing of policies, procedures etc.
- Excellent professional development opportunities, which support the recruitment and retention of staff.
- Training days in common, facilitating high quality CPD.
- Sharing of teachers, expertise and best practice.
- Economies of scale – our Academy Trust can procure “value for money” services for all its schools.

OUR SCHOOLS INCLUDE:

- | | |
|---|--|
| o Corpus Christi Catholic Primary School | o St. Mary's Catholic Primary School |
| o Sacred Heart Catholic Primary School | o St. Gabriel's Catholic Primary School |
| o St. Alphonsus' Catholic Primary School | o St. Paulinus Catholic Primary School |
| o St. Augustine's Catholic Primary School | o St. Bede's Catholic Primary School |
| o St. Bernadette's Catholic Primary School | o St. Pius X Catholic Primary School |
| o St. Clare's Catholic Primary School | o St. Thérèse of Lisieux Catholic Primary School |
| o St. Edward's Catholic Primary School | o St. Benedict's Catholic Primary School |
| o St. Gerard's Catholic Primary School | o St. Joseph's Catholic Primary School |
| o St. Joseph's Catholic Primary School | o St. Patrick's Catholic Primary School |
| o St. Thomas More Catholic Primary School | o Christ the King Catholic Primary School |
| o Trinity Catholic College and Sixth Form | o St. Patrick's Catholic College |
| o St Margaret Clitherow's Catholic Primary School | o St. Peter's Catholic College |
| | o Sacred Heart Catholic Secondary School |

DIOCESE OF MIDDLESBROUGH



Bishop of Middlesbrough, Terence Drainey, oversees a large and varied Diocese stretching from Redcar and Cleveland to Kingston Upon Hull.

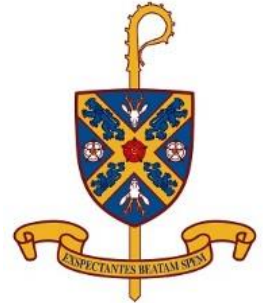
Formed in 1878, the Diocese comprises of the local authority areas which historically formed the North Riding of Yorkshire namely Redcar and Cleveland, parts of Stockton on Tees, Middlesbrough, York, parts of North Yorkshire, parts of East Riding and Kingston upon Hull.

Across the Diocese there are 46 Primary and 8 Secondary Schools and Academies. The smallest of our schools has 88 pupils and the largest 1,500.

28 of our 54 schools have converted to Academy status operating within a Catholic Multi-Academy Trust with their local family of Catholic schools.

The Diocesan Schools Service comprises of the Director of Schools, Kevin Duffy; the Primary RE Adviser, Theresa Laverick; the secondary RE Adviser, Anthony Finnegan; Chaplaincy Coordinator, Rev Philip Cunnah. The Diocese provides regular Professional Development opportunities and works closely with its Schools and Academies to provide a world class education for all the children in our care.

VISION OF SCHOOL CHAPLAINCY IN DIOCESES OF MIDDLESBROUGH



"Often in education we look to be able to measure what we are doing. This can lead us to assume that only the measurable is important. School chaplaincy reminds us that often the most important things are unmeasurable with the tools often used to judge success in education.

The Catholic ethos of a school is a slippery subject. It underpins every part of school life from relationships to school dinners and should be evident in every department of the institution. It is a way of life, not an example. This is why school chaplaincy is vitally important to the life of a school. It is not the 'Catholic Department' nor does the chaplain 'do' so that others 'do not'.

School chaplaincy has developed from provision of the Sacraments and catechesis to include spiritual accompaniment, witness and the clear mission of empowering all people in school to live their faith journey in a way that has its positive effect on others. In short, school chaplaincy provides focus, direction and inspiration for the rest of the school community so that all they do, say and are, continually points to the truth revealed in the person of Jesus Christ.

Our schools are beacons of belief, morality, spirituality and hope. School chaplaincy allows us to place the utmost value upon much which often goes unmeasured. It focuses precisely upon our reason for having faith schools and allows all associated with them to do the same. The presence of God needs to be announced to those who, often, do not realise he is already a part of their lives." Diocesan Chaplaincy Guidelines, Valuing the Unmeasurable, 2015

DIOCESAN STATEMENT ON EQUAL OPPORTUNITIES IN EMPLOYMENT



The Diocesan Education Service for the Roman Catholic Diocese of Middlesbrough has agreed the following model statement on equal opportunities in employment, for recommendation to governing bodies.

The Board of Directors of the Nicholas Postgate Catholic Academy Trust and the Local Governing Bodies of our schools are committed to ensuring that matters concerning appointments, including promotions, are dealt with in a fair and just manner. Directors and Governors believe that the principle of equal opportunity in selection is consistent with social justice and good personnel practice. This is in keeping with our Catholic aim to recognise the dignity and worth of all who work or apply to work in our organisations.

Our selection processes aim to select the best applicant assessed against the criteria for the post. We are subject to the law of the land and acknowledge our commitment to conducting our affairs in accordance with the law. The governors do not discriminate on grounds of age, sex, race, colour, nationality, ethnic origin or disability.

The Roman Catholic community maintains schools which have, as part of their character, a duty to provide Religious Education and a requirement that those schools be conducted in accordance with the rites, practices and traditions of the Roman Catholic faith. It would therefore be clear that where applicants are equal in qualifications and experience in the context of selection criteria for a post that a Catholic applicant would have an advantage over an applicant not of the Catholic faith in being able to contribute to the mission of the Church in Catholic education. **The posts of Headteacher, Deputy Head and certain other senior posts are reserved for practising Catholics.**

In fulfilling the objectives of Catholic schools, Directors and Governors have regard to matters which are particularly significant in the light of the sacramental teachings of the Church. Catholic teachers by their example and practice are witnesses to the Gospels and to the Church's teachings. The Trust Board would therefore, in line with its responsibilities, reserve the right to take account of circumstances which were genuinely within a person's control and which might include marital status, avowed personal conviction, belief or conduct.

WHY LIVE IN THE NORTH EAST?

The North East is one of the most beautiful, diverse regions in the UK to work and live. With an international reputation for innovation, a mix of modern, cosmopolitan and historic culture the region offers some of the UK's most vibrant cities, quaint villages, outstanding coastlines and stunning countryside. Here are just a few reasons why you should live here

AFFORDABLE HOMES

The North East boasts some of the lowest house prices in the UK. With the average cost of a detached house at £265,000 compared to £394,000 in England. Whether you are looking for a Victorian terrace, a chocolate box cottage, chic city flat or a spacious new build, detached house you'll be spoilt for choice.

FRIENDLY, PASSIONATE PEOPLE

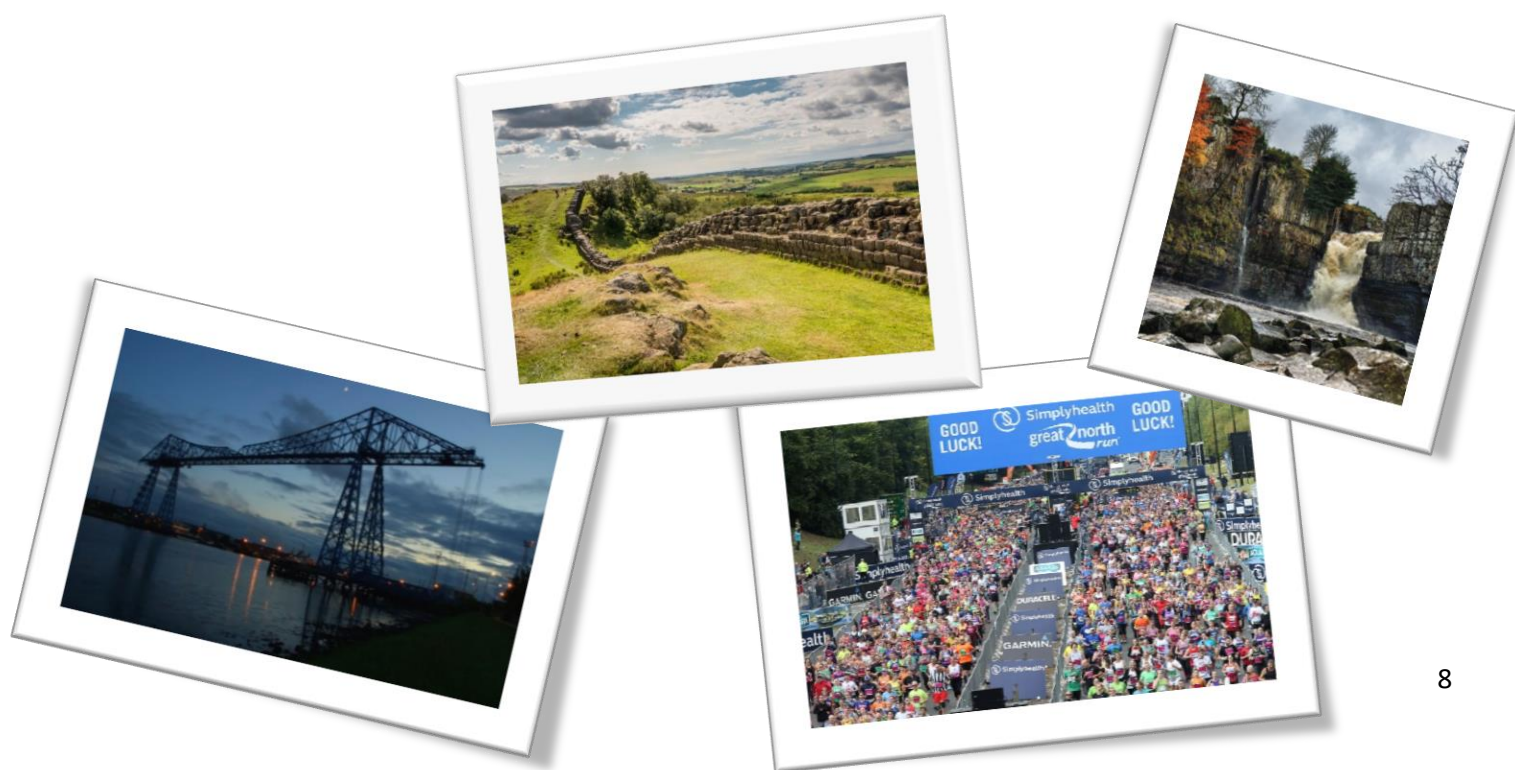
The North East is famous for its friendliness and hospitality. A region where you'll always find a warm welcome and friendly face.

FANTASTIC ARTS & CULTURE

Across the North East there is an array of museums and art galleries including the BALTIC Centre for Contemporary Art, the Sage, Middlesbrough Institute of Modern Art (MIMA), Beamish Museum, The National Glass Centre as well as two world heritage sites, Hadrian's Wall and Durham Cathedral and Castle.

ENTERTAINMENT AND LEISURE

The region boasts large capacity venues, international music festivals, Michelin star restaurants and a vibrant nightlife. If it's sport you are into, the North East plays host to three major football clubs, world class golf, cricket and rugby teams as well as the world's largest half marathon, The Great North Run. Our coastline and countryside also offer a multitude of diving, sailing, walking, hiking and outdoor pursuits to suit even the most active lifestyle.



OUTSTANDING COUNTRYSIDE

Without doubt we have some of the best countryside you'll find in the UK, including the North Yorkshire Moors and Dales as well as Lake District, Yorkshire, Northumbria and Scotland right on our doorstep. You can travel anywhere in the region within two hours, so even if you choose to live in one of the big cities, you can be out in the countryside or by the sea in less than half an hour.

A REGION SYNONYMOUS WITH INNOVATION

The North East has spawned many brilliant people, ideas, inventions and innovations that are responsible for changing the world, including the first public railway, hydraulics, hydroelectricity and the first incandescent light bulb. Some names of note include William Armstrong, Sir Isaac Lowthian Bell, George Stephenson, Emily Wilding Davison and Captain James Cook through to the modern day Katie Aide, Rowan Atkinson, Tony Blair, Sir Ridley Scott and Sir Bobby Robson CBE.

GREAT SCHOOLS AND UNIVERSITIES

The region boasts the Sunday Times State Primary School of the Year, St. Bede's Catholic Primary School, part of the Nicholas Postgate Catholic Academy Trust (NPCAT). Three other NPCAT primaries were named in the Sunday Times top 250 including, Christ the King Catholic Primary School, St. Edward's Catholic Primary School and St. Thérèse of Lisieux Catholic Primary School. The North East has five universities, Newcastle, Northumbria, Sunderland, Teesside and of course Durham, which consistently ranks amongst the top universities in the world.

STRONG TRANSPORT LINKS

With two international airports as well as excellent road, rail and sea links, the North East is well connected for commuting or travelling. The A1 provides easy access to Scotland and the North and South of the UK, whilst the A66 and A69 connect directly to the M6 making it easy to reach the Midlands.



JOB DESCRIPTION

Lead Lay Chaplain - £30,153 - £34,538 depending on experience

JOB PURPOSE

Reporting directly to the Chief Executive Officer (CEO) the Lead Lay Chaplain will support the CEO of the Catholic Multi-Academy Trust in the efficient and effective delivery of the Trust's strategic aims of developing Lay Chaplaincy provision and fulfilling the Trusts' core purpose of ensuring that all pupils have the opportunity to explore, grow and develop their faith and are touched by the love of Jesus Christ.

"A new commandment I give you; Love one another, as I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13: 34-35.

The Catholic Multi Academy Trusts are for our young people. Our children and young adults deserve the very best. Jesus made this very clear in his words and actions, *"Let the little children come to me and do not hinder them, for the kingdom of heaven belongs to such as these."* Matthew 19:14

The Trust's objectives relate to the provision of Catholic education. All schools within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Middlesbrough.

Developing Lay Chaplaincy across the Trust

- To act as an advocate for the Trust, its mission and values, in forming and developing effective strategic partnerships with national bodies, other faith institutions, the Diocese of Middlesbrough business and the wider Catholic and local community
- To work closely with all parishes in the Trust
- Develop Lay Chaplaincy provision across the Trust with initial focus on secondary schools, to meet the vision of Lay Chaplaincy for the Diocese of Middlesbrough
- Develop future Lay Chaplains for the Trust
- Work closely with the Executive Team and Headteachers on improving the Catholic provision in all schools in the Trust

Supporting Schools

- Liaising with relevant school and Trust staff to offer support and suggestions
- Sharing resources and training opportunities
- Collating and distributing examples of best practice including offering support to schools before and after their Diocesan Canonical Inspection
- Disseminating news and highlighting special events across the Trust

Training and Development of Lay Chaplains

- Lead training for Lay Chaplains in the Trust
- Signpost Lay Chaplains towards available training
- Mentoring and offering shadowing opportunities for new Lay Chaplains in the Trust
- Share best practice
- Develop an effective and engaging CPD programme across the schools and Trust

Diocesan wide responsibilities

- Share information about Diocesan events
- Link Diocesan and national events (e.g. Flame, Pilgrimages, National Youth Sunday)
- Engage with existing support structures and meetings for Lay Chaplains
- Link and assist in the facilitation of the Faith in Action Award Scheme
- Work alongside the Diocesan Youth Service to share their resources and events and provide feedback on school requirements whilst encouraging schools to support their work.
- Work alongside other Diocesan bodies to share and support their work.

Operations

- To lead on Trust wide events to celebrate our Catholic identity
- Coordinate and lead meetings of Lay Chaplains across the Trust

CEO and The Board of Directors

- Provide a termly report to the Executive Body outlining progress and areas for development
- Work with the Executive Body on the development plan for chaplaincy across the Trust
- Involvement in the recruitment and retention of Lay Chaplains within the Trust
- Support the CEO and Board of Directors in overseeing that the Trusts' core purpose of ensuring that all pupils have the opportunity to explore, grow and develop their faith and are touched by the love of Jesus Christ is fulfilled.

Safeguarding and Equality

The Nicholas Postgate Catholic Academy Trust 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 satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

(A framework for determining the criteria)

Please note source of evidence of fulfilled criteria:

Application Form - A (including supporting statement) References – R Interview – I Certificate - C

1. TRAINING AND QUALIFICATIONS	Essential or Desirable	Evidence
Further Education Qualifications	E	A, C
Able to demonstrate an active interest in their continuing professional development during their time as Lay Chaplain	D	A, C, I
Church specific qualification (e.g. CCRS, Bishop's Certificate etc)	D	A, C, I

2. APPLICATION FORM	Essential or Desirable	Evidence
Application form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the specific post and appointment criteria (Approx. 1300 words max; font 12 portrait)	E	A

3. EXPERIENCE OF LAY CHAPLAINCY	Essential or Desirable	Evidence
Have held the role of Chaplain for a minimum of 2 years	D	A, I, R
Leadership Experience	D	A, I, R
To have experience of providing Lay Chaplaincy to both primary and secondary schools	D	A, I, R
Experience of working at a Diocesan level	D	A, I, R
Experience of delivering training to staff and pupils	D	A, I, R
Experience of preparing for Diocesan Canonical Inspections within schools (Section 48)	E	A, I
Experience of working with and supporting a school Governing Body/Trust	D	A, I, R

4. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Essential or Desirable	Evidence
Have a good knowledge of the Church's Liturgical year, its traditions and practices	E	A, I
Have an understanding and experience of delivering the Faith in Action Award	D	A, I, R
Have a good knowledge of the Diocesan Canonical Inspection requirements for schools	E	A, I
Have a vision for the development of Lay Chaplaincy across the Trust	E	A, I
Knowledge of external agencies connected with the life of the school	D	A, I
Understanding of Diocesan structures and commissions	E	A, I
Knowledge of outstanding Collective Worship practice	E	A, I
Knowledge of what constitutes outstanding Catholic Life in schools	E	A, I

5. PROFESSIONAL COMPETENCIES	Essential or Desirable	Evidence
Full valid Driving Licence	E	A
Confidence in planning and leading liturgical celebrations	E	A, I
Be competent in the use of ICT	E	A, I
Confidence to plan and lead relevant training for staff and pupils	E	A, I
Effective communication and public speaking skills	E	I
Coaching and mentoring skills	D	A, I

6. PERSONAL ATTRIBUTES	Essential or Desirable	Evidence
A practising Catholic	E	A, I, R
Command credibility and respect from members of the school communities	E	I, R
Emotional resilience	E	I, R
The ability to self-evaluate and reflect	E	I, R
Able to adapt to changing circumstances and new ideas	E	I, R
An inspiring role model for staff and pupils for present and future Catholic leaders of education	E	I, R
Empathy with children	E	I, R

7. SAFEGUARDING	Essential or Desirable	Evidence
Understanding of responsibilities of the MAT and schools in ensuring compliance with all relevant legislation	E	A, I, R

KEY INFORMATION

If you would like to be part of Nicholas Postgate Catholic Academy Trust family, you are welcome to visit us before applying. This can be arranged by contacting Rebecca Chambers, Executive Assistant, between 9am and 5pm Monday to Friday on 01642 298100.

APPLY NOW or for further details, please visit www.npcat.org.uk/current-vacancies

Closing Date: **Noon on Friday, 29th March 2019**
Shortlisting: **Monday, 1st April 2019**
Interviews: **Scheduled for Monday, 29th April 2019**

Applications should be emailed to recruitment@npcat.org.uk or hand delivered to Karen Clarke, Head of Human Resources:

Mrs. K Clarke
Head of Human Resources
Nicholas Postgate Catholic Academy Trust
Postgate House, Trinity Catholic College
Saltersgill Avenue
Middlesbrough, TS4 3JW

Thank you for your interest in the post of Lead Lay Chaplain at Nicholas Postgate Catholic Academy Trust. We look forward to receiving your application.





Nicholas Postgate Catholic Academy Trust
Postgate House, Trinity Catholic College
Saltersgill Avenue
Middlesbrough
TS4 3JW

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