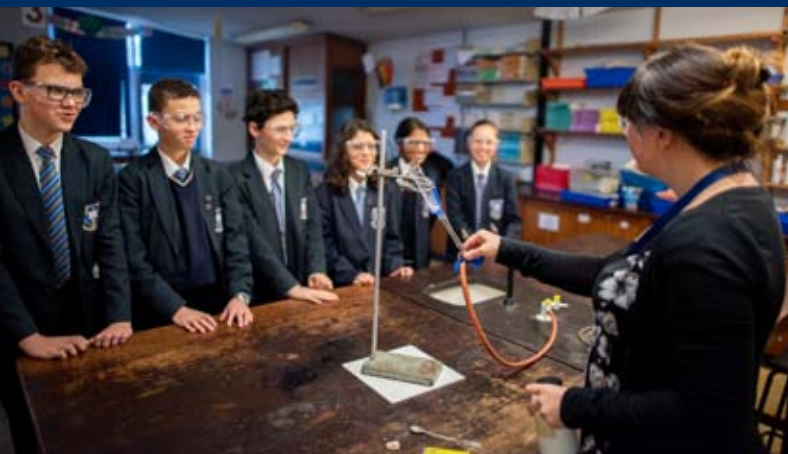




ST JAMES'

CATHOLIC HIGH SCHOOL



Lay Chaplain

Candidate Information | June 2019



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 2017) located in Stockport, South of Manchester. Our school is made up of 800 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. Recently our Catholic community has achieved:

- **Impressive positive progress 8 scores** for the previous three years
- In 2018, **48% of students achieved at least a grade 5 in English & Maths** while **70% of students achieved a grade 4** in these subjects
- **77 grade 9s in 2018** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open subjects and the humanities 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 strive for excellence whilst keeping our Catholic roots at the centre of everything we do. 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, or would like to arrange a visit please contact Michelle McCumesky, Leadership group secretary on 0161 482 6900 or at m.mccumesky@stjamescheadle.co.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment for June 2019

Lay Chaplain

Part time 22.5 hours per week (to be worked over 3 full days) Maternity Cover

Scale 6 Salary Range: £24,313 - £25,801

Term time only pro rata

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

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 2017, with "Outstanding" Outcomes for Pupils

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

The governors of the school wish to appoint a lay Chaplain to help us further develop the liturgy and prayer-life of the school and to find ways of encouraging pupils to lead the liturgical life of the school. Please note a current CES application form for a Lay Chaplain (version 13) must be completed for this post - CVs will not be accepted. Forms can be emailed to m.mccumesky@stjamesheadle.co.uk

Closing Date: Wednesday 12th June 12 noon

Interviews: To be advised

Please note the deadline for applications is 12 noon on Wednesday 12th June

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, the pastoral needs of the school are met and links are made between the school, parish, home and other local faith and community groups.

General

The Chaplain will:

- Have input into School Improvement Plan, its operation and review
- Develop and lead a Chaplaincy Team- may be a big ask, as we have no team although we want one
- Develop and lead liturgy
- Develop physical environment into one which reminds us of Christian commitment
- Assist in RE & PSHCE curriculum where appropriate

Pupils

The Chaplain should:

- be an advisor
- lead by example
- support in their spiritual/sacramental life (working with staff and parents)
- organise a variety of liturgies and prayer opportunities, and in so doing ensure pupils have a spiritual depth which will be with them all of their lives
- challenge and support on standards, morals and values of Christian life
- be involved in curriculum
- assist pupils with challenges of peer pressure

Staff

The Chaplain should:

- be an advisor
- support staff with daily worship for pupils
- be a link in our local Catholic community
- advise the Senior Leadership Team
- actively develop staff spirituality

Parishes/parents/wider community

The Chaplain should:

- advise where appropriate
- contribute to the termly school newsletter and website
- develop links with parishes/partner schools
- develop links with parish priests and encourage visits to school

Governors

The Chaplain will advise on:

- Catholic ethos
- Spiritual development of pupils
- Appropriate liturgy and celebration

Specific Responsibilities of School Chaplain at St James' Catholic High School

- To work with the RE department and all staff in the planning and implementation of liturgy, helping in promoting and maintaining a high profile for the spiritual life of the school.
- To support and liaise with local priests.
- To prepare for Morning Prayer
- To prepare Masses/Liturgies/Eucharistic Services and develop the use of music within liturgy.
- Helping to maintain the Chapel and to ensure that it is used appropriately and regularly.
- Helping to maintain the physical environment of the school as one which reminds us all of our Christian commitment.
- To support staff/pupils in prayer (registration and end of day prayers/staff briefing/Morning Prayer).
- To support charity work within school
- To help to develop, plan and implement retreats
- to talk/counsel pupils and staff where required.
- To be a presence in the classroom, where required.
- To attend pastoral meetings/occasional meetings with Governors/SLT regarding the faith and life of the school.
- To have input in to school INSET, particularly concerning spirituality and the distinctive nature of a Catholic School.
- To improve links with local parishes, partner schools and the wider community by arranging visits of priests to school, visiting partner schools
- Promote special events such as the World Youth Day.
- The chaplain may be required to advise / resource classes as part of PSHCE or Religious Education.

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 |
| Training and Qualification | | | | |
| Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | ✓ | | ✓ | |
| Experience | | | | |
| Experience of working with young people | ✓ | | ✓ | ✓ |
| Professional Knowledge | | | | |
| Demonstrate knowledge and understanding of issues affecting young people | ✓ | | ✓ | |
| Ability to relate to and inspire young people | ✓ | | ✓ | |
| Have an active Catholic faith | ✓ | | ✓ | |
| Demonstrate an understanding of Catholic education and the ability to develop and deliver Catholic education programmes | ✓ | | ✓ | |
| Personal skills and qualities | | | | |
| Willingness to promote the views of the Catholic Church and have an understanding of the need to develop positive relationships with members of the laity and the clergy | ✓ | | ✓ | ✓ |
| Good problem solving skills and a sense of humour | ✓ | | ✓ | |
| Commitment to safeguarding and protecting the welfare of children and young people | ✓ | | ✓ | ✓ |
| Commitment to equality and diversity | ✓ | | | ✓ |
| Commitment to health and safety | ✓ | | | ✓ |
| Ability to relate well to children and adults | ✓ | | | ✓ |
| Ability to work under pressure to prioritise and meet deadlines | ✓ | | ✓ | ✓ |
| Have excellent professional relationships with different groups of people | ✓ | | | ✓ |
| Ability to communicate effectively both orally and in writing | ✓ | | ✓ | ✓ |
| Confidentiality | ✓ | | | ✓ |
| Willingness to learn quickly | ✓ | | | ✓ |
| Other | | | | |
| Practising Catholic | ✓ | | ✓ | ✓ |

Contact

MICHELLE McCUMESKY

Leadership group secretary

0161 482 6900

m.mccumesky@stjamescheadle.co.uk

www.stjamescheadle.co.uk

St James' Catholic High School

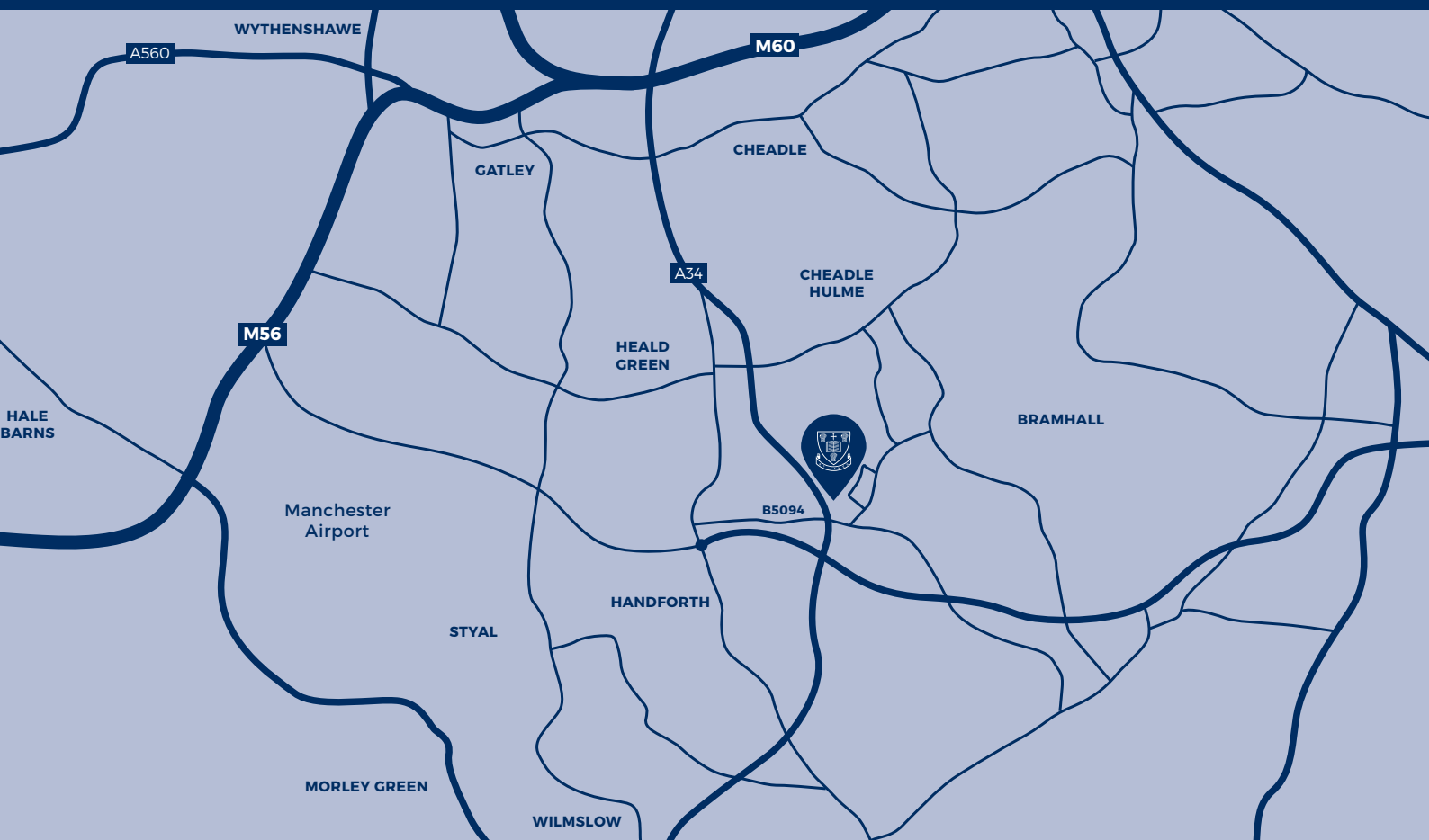
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26