



APPLICANT PACK

# Lay Chaplain

*Trinity Catholic College, Saltersgill Avenue, Middlesbrough*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Lay Chaplain .

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should complete their application forms to [vickers.t@trinity.npcat.org.uk](mailto:vickers.t@trinity.npcat.org.uk) by the closing date, Monday 6th July 2020 by 12 noon. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Deputy Headteacher, Nic Smith by email at [smith.n@trinity.npcat.org.uk](mailto:smith.n@trinity.npcat.org.uk)

As mentioned in the advertisement, a 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.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC



*Forming lives ready to face the future*

## Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 22 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

*“True education enables us to love life and opens us to the fullness of life”*

**– Pope Francis**

# Proud to Serve Teesside and North Yorkshire



The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

## Affordable homes

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

## **Friendly people**

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

## **Arts and culture**

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

## **Entertainment and leisure**

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

## **Outstanding countryside**

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

## **Excellence in education**

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connelly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

## **Strong transport links**

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



## The Diocese of Middlesbrough

NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Drainey provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua  
Guisborough, St Paulinus  
Ingleby Barwick, St Thérèse of Lisieux  
Loftus, St Joseph and Cuthbert  
Marske-by-the-Sea, St Bede  
Middlesbrough, Corpus Christi  
Middlesbrough, Holy Name  
Middlesbrough, St Clare of Assisi  
Middlesbrough, St Francis of Assisi  
Middlesbrough, St Joseph  
Middlesbrough, St Mary's Cathedral  
Middlesbrough, St Patrick (Sacred Heart)  
Middlesbrough, St Thomas More  
North Ormesby, St Alphonsus  
Nunthorpe, St Bernadette  
Ormesby, St Gabriel  
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)  
Saltburn, Our Lady of Lourdes  
Staithes, Our Lady Star of the Sea  
Teesville, St Andrew's Parish  
Thirsk, All Saints  
Thornaby, Christ The King  
Thornaby, St Patrick  
Yarm, St Mary and Romauld

# Employee Benefits and Wellbeing



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

**We offer:**

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

**Additional benefits include access to:**

- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme
- Corporate offers at the five-star Rockliffe Hall Hotel, Golf and Spa in County Durham

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

# Training, Development and Progression



We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as the Ambition Institute.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with the Ambition Institute.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with the Ambition Institute on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

Teaching assistants can benefit from full and comprehensive training courses delivered by our own St Clare's Catholic Primary Teaching School in Middlesbrough.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

# Job Advert

<b>Required:</b>	September 2020
<b>Salary:</b>	Grade I, SCP 22-24 (Actual salary £17,884 - £18,963)
<b>Hours:</b>	30 hours per week, Term Time Only
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Trinity Catholic College, Middlesbrough, TS4 3JW

Trinity Catholic College wishes to appoint a dedicated and highly motivated Lay Chaplain. We offer the opportunity to work in a high quality, vibrant and caring environment where we share a rich vision for our pupils and for the communities in which we work.

Trinity Catholic College is part of Nicholas Postgate Catholic Academy Trust, a family of 26 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

## **The successful candidate will:**

- Support the School in emphasising its Catholicity and spirituality as set out in the School's Mission Statement.
- Support and encourage the School's pastoral care for the whole community – students, staff and parents
- Promote, plan and organise the celebration of liturgies and cooperate with others in developing the School as a Christian community.

## **We can offer you:**

- A strong Catholic ethos where everyone is valued
- Happy, enthusiastic and friendly pupils
- Highly experienced and committed staff
- Supportive and committed governors and parents
- Commitment to continuing professional development

Please refer to the enclosed job description and person specification for further details.

**Closing date: Monday 6th July 2020, 12 noon**

**Interview: To Be Confirmed**

Visits to our school are warmly welcomed and encouraged. To make an appointment or for further information please contact **Mrs Kathryn Morris, Trust Business Manager** at  
[morris.k@npcat.org.uk](mailto:morris.k@npcat.org.uk)

We reserve the right to close applications if we are able to make an appointment to this post before the closing date

Application form and further information is available from:  
<https://npcat.org.uk/current-vacancies/>

Applicants should complete and return a **Support Staff** application form, a **Recruitment Monitoring form** and a **Rehabilitation of Offenders form** to: [vickers.t@trinity.npcat.org.uk](mailto:vickers.t@trinity.npcat.org.uk)

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Lay Chaplain

## Job Purpose

To oversee the School Chaplaincy provision and its spiritual and ethical life, under the direction of the Headteacher.

**Responsible to:** Deputy Headteacher / Headteacher

### **The core role of a Chaplain is as follows:**

- To support the School in emphasising its Catholicity and spirituality as set out in the School's mission statement.
- To support and encourage the School's pastoral care for the whole community – students, staff and parents.
- To promote, plan and organise the celebration of liturgies and co-operate with others in developing the School as a Christian community.

## Main Responsibilities

- To help develop and maintain the Catholic ethos of Trinity Catholic College, based on the School's mission statement and aim to keep the person of Jesus Christ at the centre of School life.
- To be welcoming and available to all members of the School community and their families; to offer support and advice, that will include time outside the normal School hours.
- To organise and animate the liturgical and sacramental life of the School. This will include work during student induction, formal assemblies, tutor assemblies, group preparation for mass and staff liturgies including the annual day of reflection working with the Trust Lead Lay Chaplain.

- To be active in assisting teachers in the delivery of the Religious Education (RE) programme.
- To help create in the Chaplaincy area a friendly, welcoming atmosphere and to preserve in the Chapel a spirit of prayer, for members of all the faith groups which make up the School community.
- To help organise specific liturgical and spiritual events such as Mission Week and prayer events etc. alongside the Trust Lead Lay Chaplain.
- To organise the Chaplaincy team and chair regular meetings of the Team.
- To arrange residential retreat experiences (this may involve weekend work).
- To meet with other Trust Chaplains, in the diocese or nationally when necessary, in order to develop good practice and receive mutual support and encouragement.
- To act on own initiative or with others, as appropriate, and, where possible, to organise extra-curricular activities such as induction events, charity events, pilgrimages and social justice initiatives.
- To attend appropriate meetings of staff, students, parents and governors.
- To manage the Chaplaincy resources responsibly, including the Chaplaincy budget.
- To support links with partner schools, parishes and to build good relations with the local clergy for the celebration of the sacramental life of the School.
- To report termly to the Catholic Life link governor.
- To serve as a member of the Pastoral Team.
- To be a Chaplain to the whole School community, that includes staff and students from different faiths.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities.*

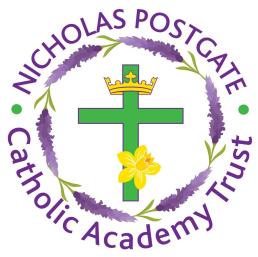
**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

# Person Specification

<b>Stage</b>	<b>Criteria No.</b>	<b>Essential</b>	<b>Criteria No.</b>	<b>Desirable</b>
<b>Qualifications &amp; Education</b>	E1	Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Maths and English, or equivalent	D1 D2	Further Education Qualifications  Church specific qualification (e.g. CCRS, Bishop's Certificate etc)
<b>Experience, Knowledge &amp; Skills</b>	E2	Have a good knowledge of the Church's Liturgical year, its traditions and practices	D3	Experience of working in the education sector
	E3	Have a vision for the development of chaplaincy within the school	D4	Experience of working in lay chaplaincy or youth ministry within the Church
	E4	Knowledge of outstanding Collective Worship practice	D5 D6	Experience of working as part of a team  Experience of working to help the formation of both staff and students in faith
	E5	Knowledge of what constitutes outstanding Catholic Life in schools	D7	Have an understanding and experience of delivering the Faith in Action Award
	E6	Confidence in planning and leading liturgical celebrations	D8	Have a good knowledge of the Diocesan Canonical Inspection requirements for schools
	E7	Be competent in the use of ICT	D9	Knowledge of external agencies connected with the life of the school
	E8	Be able to work with both staff and students in different settings, from one to one's to large groups	D10	Coaching and mentoring skills
	E9	Effective communication and public speaking skills		

<b>Personal Attributes</b>	E10	A practising Catholic		
	E11	Command credibility and respect from members of the school communities		
	E12	Emotional resilience		
	E13	The ability to self-evaluate and reflect		
	E14	Able to adapt to changing circumstances and new ideas		
	E15	An inspiring role model for staff and pupils for present and future Catholic leaders of education		
	E16	Empathy with children		
<b>Special Requirements</b>	E17	An understanding of safeguarding and child protection requirements		



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form**, a Recruitment Monitoring Form and a Rehabilitation of Offenders Form to:  
**vickers.t@trinity.npcat.org.uk**

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Nic Smith, Deputy Headteacher by email at **smith.n@trinity.npcat.org.uk**

Thank you for your interest in NPCAT. We look forward to receiving your application.

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