**Source Key:** A = Application Form, I = Interview, R = References, CC = Checking Certificates

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| **Faith commitment** | **Essential** | **Desirable** | **Source** |
| A practising Catholic (fulfilling the requirements of the *Diocesan Briefing Note*) | 🗸 |  | A/I/R |
| Secure understanding of the distinctive nature of the Catholic school and Catholic education | 🗸 |  | A/I/R |
| Understanding of the role of chaplain in the spiritual development of pupils and staff | 🗸 |  | A/I/R |
| Understanding of the school’s role in the parish and diocese | 🗸 |  | A/I/R |
| Involvement in parish community |  | 🗸 | A/I |
| Leading school worship | 🗸 |  | A/I |

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| **Qualifications** | **Essential** | **Desirable** | **Source** |
| Degree |  | 🗸 | A/CC |
| Minimum 5 GCSEs including grade C or equivalent in English and mathematics | 🗸 |  | A/CC |
| Professional development or training undertaken in preparation for chaplain in a Catholic School |  | 🗸 | A/CC |
| CCRS/CTC (or equivalent) or commitment to obtaining the certificate |  | 🗸 | A/CC/I |

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| **Experience and knowledge** | **Essential** | **Desirable** | **Source** |
| Evidence of chaplaincy work or equivalent | 🗸 |  | A/I/R |
| Evidence of working in a secondary school | 🗸 |  | A/I/R |
| Evidence of working as a Catechist | 🗸 |  | A/I/R |
| Evidence of leading worship | 🗸 |  | A/I/R |
| Evidence of church traditions, practices and rituals | 🗸 |  | A/I/R |

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| **Personal and professional qualities and attributes** | **Essential** | **Desirable** | **Source** |
| Evidence of being able to communicate effectively to a range of audiences and in a range of media | 🗸 |  | A/I/R |
| Evidence of the ability to build and maintain effective relationships | 🗸 |  | A/I/R |
| Evidence of the ability to prioritise, plan and organize themselves and their work | 🗸 |  | A/I/R |
| Evidence of the ability to develop effective teamwork | 🗸 |  | A/I/R |
| Evidence of the ability to work on their own and as part of a team | 🗸 |  | A/I/R |
| Evidence of personal enthusiasm and commitment | 🗸 |  | A/I/R |
| Evidence of an understanding of the role of the secondary school chaplain | 🗸 |  | A/I/R |

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| **Professional attributes** | **Essential** | **Desirable** | **Source** |
| To have excellent written and oral communication skills (which will be assessed at all stages of the process) | 🗸 |  | A/I |

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| **Confidential references and reports** | **Essential** | **Desirable** | **Source** |
| A positive and supportive written faith reference from a priest where the applicant regularly worships | 🗸 |  | A/I |
| A positive recommendation from current employer | 🗸 |  | A/I |
| A second professional reference | 🗸 |  | A/I |

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| **Application form and supporting statement** |
| The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post |