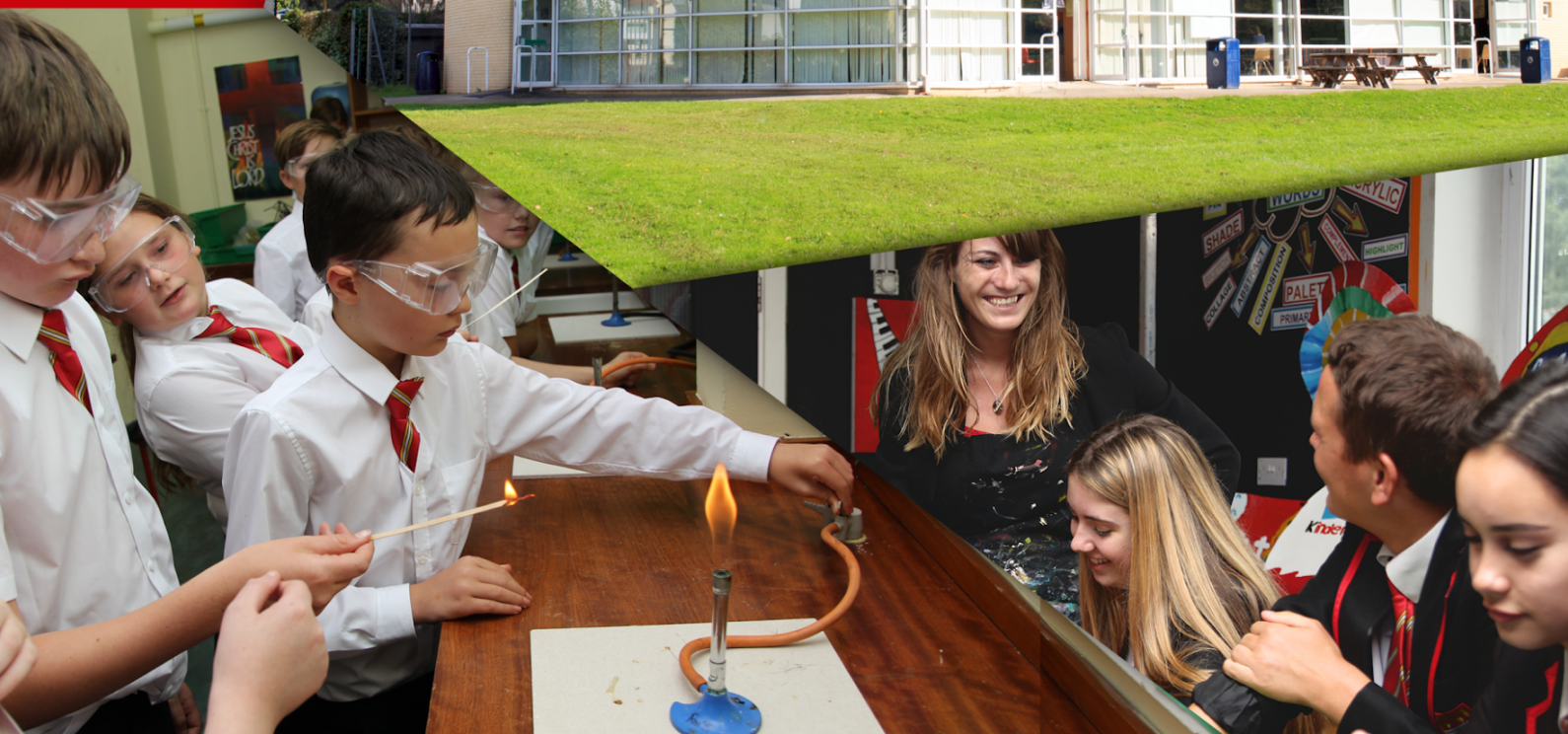




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of Chaplaincy Assistant at St Cuthbert Mayne School. This is a part time, fixed term contract, initially until 21st July 2023..

We are seeking to appoint an exceptional Chaplaincy Assistant to join our vibrant Chaplaincy Team and work alongside our Anglican Chaplain, Rev Nathan Kiyaga and Chaplaincy Volunteers. The successful candidate will be a team player who has excellent communication skills, is well organised and has a desire to learn or develop new skills.

At St Cuthbert Mayne School our vision 'Educating for life in all its fullness' shapes the way we work. We aim to provide an inspirational Christian education which engages, challenges and nurtures our students so that they may live life to the full, now and in the future.

If you would like to discuss the role or visit the school before application please contact:

Rev Nathan Kiyaga - School Chaplain - nathan.kiyaga@stcm.torbay.sch.uk

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 965 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. We are currently in the middle of an exciting £3.6 million building project, which will significantly improve the facilities for students and staff in our school. Another £1 million of improvements will also be made to the school facilities in 2023.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus to ensure that our children get access to the best possible teaching through a vibrant and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW), as part of a family of schools, to educate children so they lead great lives. If you are passionate about making a difference to the life chances of our children then we want to hear from you.

The school was last inspected by Ofsted in November 2016 and was graded as Good in every area. The statutory inspection of Anglican/Catholic Schools was also conducted in November 2016, and

graded the school Good in all areas. Both reports can be found on the school website www.st-cuthbertmayne.co.uk.

About the Chaplaincy Team

Our Chaplaincy team is led by our Anglican Chaplain, Rev Nathan Kiyaga and is made up of a small but committed team of volunteers. Our Chaplaincy Team is involved in every aspect of our school life. These include:

- Collective Worship
- Pastoral Care
- Mental Health First Aid
- Enrichment - Big Church Day Out
- Educational Visits - Buckfast Abbey
- Whole School Services
- Charity Work
- Bereavement Counselling
- 1:1 Student Mentoring
- Group work with students
- Outreach work in our local primary schools
- Youth Alpha
- Safeguarding
- Parish/Community links

Collective Worship

Every school day we come together as a community to worship. Our worship is invitational, inclusive and engaging. Collective Worship is based on our theme of the week. During Collective Worship students and staff have an opportunity to watch a video around the theme, journal, pray and contribute to the discussions presented on each given day. Our resources are produced by members of our school community and those in the local community including those who live within our two Dioceses.

We come together as a whole school to worship when celebrating the major Christian festivals of the Liturgical Year. On Holy Days of Obligation we celebrate Holy Mass and Holy Communion. We also celebrate the sacraments of initiation such as Baptism.

St Cuthbert Mayne is an International Cross of Nails School (ICONS) in recognition of our commitment to reconciliation and bridge-building within the school and beyond. The Cross of Nails came from the devastation of Coventry Cathedral during World War 2, but the city turned the feelings of revenge and anger into feelings of forgiveness and peace.

ICONS is a network of schools and communities that are part of the Community of the Cross of Nails. Schools which evidence reconciliation as part of their life and ethos are encouraged to apply to join ICONS. We joined in 2013 and have been growing from strength to strength in our hunger and desire for reconciliation.

We dedicate part of collective worship to work through the three priorities set by Coventry Cathedral which are;

- Healing the Wounds of History
- Living with Difference and Celebrating Diversity
- Building a Culture of Peace

The Cornerstone

Our sacred space in school is called the 'Cornerstone'. (A Cornerstone is an architectural term used in the Bible to describe Jesus as the chief foundation stone of the church on which everything else depends.). Our Cornerstone' is a versatile space open throughout the school day for reflection, prayer, reconciliation, dialogue and reconnection for both students and staff. It is a place of welcome for all.

Most of the music we produce and virtual JUMP team assemblies are prepared in this place. JUMP is an acronym for Jesus Understands Me Personally. A number of students are involved in the JUMP team. They go out to primary schools to lead school assemblies. We are in contact with 16 primary schools across Torbay, SouthHams and Teignbridge district council.

About this post - Chaplaincy Assistant

Actual Salary - £9404 Grade: C

Contract - Fixed term until 21st July 2023

Hours - 21.75hpw working 8:30am - 4:15pm - 3 days per week (Days to be agreed at interview)

Start - September 2022

Application Process:

Please complete and submit an application form. If you have not heard from us within two weeks of your application, then you have not been successful.

You are asked to complete and include the following:

1. Application Form - This can be found on our website at <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>
2. Letter of Application/Supporting Statement no longer than 2 sides of A4 to be included with the application form. (Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard).
3. Submit your application to James Down - Headteacher headteacher@stcm.torbay.sch.uk by

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full.

Electronic/e-mailed applications will be accepted. However, should you be invited to interview please be aware that you will be asked to confirm the details on your application by hand signing it.

Closing date: Friday 16th September at 10am.

Interview date: Friday 23rd September

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.



Job Description

Post Title:	Chaplaincy Assistant
Accountable to (Line Manager):	Rev Nathan Kiyaga
Salary Grade:	Grade: Cpt3-4
School Area:	Chaplaincy
Hours of Work:	21.75hpw working 8.30am – 4.15 on three days per week (to include 0.5 hour unpaid lunch) 39 weeks per year

Key Purpose of the role:

- To work collaboratively with the school Chaplain to develop the Christian life and mission of our school.
- To enable all students to live life to the full
- To build up St Cuthbert Mayne School as a serving, witnessing, worshipping and nurturing Christian community.

Roles and Responsibilities

- To support the work of the School Chaplain
- Promote the Christian ethos of the school through word and action
- Contribute to the design, development and implementation of Collective Worship
- Lead Collective Worship
- Effectively communicate with a range of stakeholders
- Build positive relationships with staff and students
- Develop positive relationships with local community groups
- Develop positive relationships with our local parishes
- Work with individuals or groups of students to mentor and provide pastoral support
- Contribute to extra curricular and enrichment activities
- Facilitate student groups and activities at break and lunch times
- Maintain the integrity of the Cornerstone as a sacred space within school

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare including this as a standing item on departmental agendas.
- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties.

School Ethos and Values

- To conduct oneself in a manner befitting a member of school staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School.
- Promote the health, welfare and emotional well-being of all students.
- Promote equality of opportunity for all students and staff.

Other Duties

- To safeguard students at all times reporting any concerns to the Designated Safeguarding Lead or Child Protection and Safeguarding Officer.
- To comply with school policies and procedures
- To contribute to the development of school policies relating to the role
- To undertake additional duties as required, commensurate with the level of the job.

Roles and job descriptions are subject to an annual review.