

St Francis Xavier School



APPLICANT PACK

Chaplaincy Coordinator

*St Francis Xavier Roman Catholic and Church of England
Secondary School, Richmond*



Letter to Applicants

Dear applicant,

St Francis Xavier is looking to attract a dedicated and highly motivated Chaplaincy Coordinator.

NPCAT is one of the largest Multi Academy Trusts in the UK. We have had a significant impact in all of our secondary schools and Ofsted have acknowledged this in all recent visits and inspections. St Patrick's Catholic College, St Peter's Catholic College and Sacred Heart are all rated good schools. All Saints in York and St Francis Xavier in Richmond remain outstanding. Trinity Catholic College has also been inspected and we are delighted about the rapid improvements that have been made with behaviour and attitudes, personal development, leadership and management and sixth form provision all rated good.



Through our trust mission, we aim to deliver the Bishop of Middlesbrough's Vision for Education to make Christ known and loved through the provision of excellent Catholic education and schools intent on finding Christ in their daily lives and sharing that encounter with others. Our schools are communities of faith, service, prayer and worship. Within our schools we have a culture of tolerance, where people of diverse identities are recognised, welcomed, respected and cherished. We seek to make a difference to all groups of children, especially ensuring the most vulnerable in our society are not disadvantaged. Our schools work in partnership with families and parishes to promote strong, positive links. Every school in the trust is on a journey of continual improvement, aspiring for excellence, year-on-year and this is why this is an exciting opportunity to join our Trust as a Chaplaincy Coordinator.

How will your role benefit the Trust?

As Chaplaincy Coordinator you will play a key role in supporting the Bishop's Vision for Education to make Christ known and loved. Through your work and witness, you will contribute to the spiritual and pastoral care of all members of the school community. You will have a central role in implementing the school's mission statement and work with all staff in developing the Christian life of the school. You will nurture the faith formation and liturgical life of the school community. You will also work to enhance the Religious Education curriculum where appropriate. If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Hugh Hegarty CEO NPQH | MSc | PGCCGC | BEd Hons |

A warm welcome from the Headteacher



Thank you for taking an interest in the role of Chaplaincy Coordinator at St Francis Xavier School.

St Francis Xavier school is an 11-16 mixed comprehensive school and is fairly unique in that it is a joint faith school represented by both the Catholic Diocese of Middlesbrough and the Anglican Diocese of Leeds. We are situated in Richmond, North Yorkshire and welcome students from around 40 different feeder schools. We currently have 610 students on roll and we are the only school in the local area that is oversubscribed year after year.

As an outstanding school, we pride ourselves on the passion, determination and enthusiasm of both staff and students. At St Francis Xavier school our students thrive within a culture of high expectations where there is an abundance of support in place to enable them to aim high. We have consistently exceptional progress and outcomes. Our staff are committed to the needs of the students and regularly go the extra mile to make sure that they get the best deal possible. They are offered opportunities to extend themselves in many directions, be it academic, sporting, creatively, socially or a mixture of them all, so as well as having a strong and varied curriculum offer, we also ensure that students can attend a wide range of extra-curricular activities. There are also countless opportunities for students to develop their own leadership skills and students benefit on a daily basis from the moral and spiritual development that lies within every lesson and every interaction.

We are very much part of a community where everyone is respected for who they are as an individual, made in God's likeness, and every person is guided and encouraged to discover and develop their God-given talents. As a new member of staff, you would be welcomed into our caring, nurturing community and a thriving learning environment where our school ethos of "Love of God, Love of Neighbour" is at the heart of everything we do. This is an environment where staff and students are encouraged to have high aspirations and are given the tools and the support to continue to develop.

I hope that you feel encouraged to apply for the post of Chaplaincy Coordinator and I would be happy to discuss any questions that you have.

Yours sincerely

A handwritten signature in black ink that reads "J. Prime".

Jackie Prime, Headteacher

Job Advert

Required:	As soon as possible
Salary:	Grade H/I, SCP 17 - 24, £30,060 - £34,314 (Actual Pro Rata Salary £21,596 - £24,652)
Hours:	30 per week, Term Time Only plus 2 weeks
Contract Type:	Permanent
Location:	St Francis Xavier Secondary School, Darlington Road, Richmond, DL10 7DA

St Francis Xavier Secondary School wishes to appoint a dedicated and highly motivated Chaplaincy Coordinator. 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.

St Francis Xavier is part of Nicholas Postgate Catholic Academy Trust, a family of 38 schools with 2 sixth forms within the Diocese of Middlesbrough. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the North East's and the UK's largest Catholic Multi Academy Trusts.

The successful candidate will:

- Be a practising Christian, a competent and inspiring individual.
- Have a key role in supporting the Catholic Bishop's Vision for Education to make Christ known and loved.
- Support the vision of the Church of England's Bishop in creating confident Christians, growing churches, transforming communities and so helping share the Good News of Jesus Christ across our young Diocese.
- Contribute to the spiritual and pastoral care of all members of the school community, building good relationships with students, staff, parents and governors and develop a vision for how we can further improve our outstanding school.
- Have a central role in implementing the school's mission statement and work with all staff in developing the Christian life of the school.
- Nurture the faith formation and liturgical life of the school community.
- Work to enhance the Religious Education curriculum where appropriate.
- Work generally within one of our secondary schools however if required across other schools within the Trust.

- Empathetic and be able to deal with challenging emotional responses.

We can offer you:

- A strong Christian ethos where everyone is valued
- Flexibility in your working hours and pattern of hours
- Happy, enthusiastic and friendly students
- 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: Wednesday 26th March 2025, 9am
Shortlisting date: Wednesday 2nd April 2025
Interview date: To Be Confirmed

Visits to our school to find out further information are warmly welcomed. To make an appointment or for further information please contact Clare Masterman, Assistant Headteacher on 01748 823414.

Application form and further information is available from:

<https://npcat.org.uk/current-vacancies>

Please refer to the back cover of the application pack for details of how to apply for this position.

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

Post Title: Chaplaincy Coordinator

Range: Grade H/I, SCP 17-24

Responsible to: Lead Lay Chaplain

Introduction

The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the headteacher in leading and developing the Christian Life of the school. He/she will nurture the faith formation and liturgical life of the school community.

The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- Encourage staff and pupils to live the faith by being involved in projects (such as the Faith in Action Award) relating to social justice and global citizenship
- Assist young people and staff in the effective planning, preparation and execution of the liturgy so that each celebration is a catechetical moment as well as a time of personal encounter with Jesus Christ

The Chaplain as pastor

- Be visible and approachable across the school communities
- Accompany people at particular stages of their journey through life
- Get to know people individually and use every opportunity for contact to the best advantage
- Support the headteachers in their role as faith leaders within schools
- Play a central role in the pastoral system
- Where appropriate, be actively involved in the transition of pupils from Key Stage 2 to Key Stage 3 across the schools
- Work to foster a cohesive synthesis between faith and life for all members of the school communities, especially addressing the issues relevant in contemporary society

The Chaplain as leader

- Plan, prepare and lead liturgies and Collective Worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations
- Support and empower staff and pupils in their planning, preparation and leading of liturgies and Collective Worship
- Support the effective monitoring, evaluation and review of Christian Life and Collective Worship
- Plan and support regular celebrations of the sacraments, especially the Eucharist
- Support and further develop the spiritual, religious and liturgical life of the schools
- Offer regular opportunities of prayer for staff and students
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To liaise closely with the Catholic parish priest and local Church of England clergy
- Help with the provision of suitable resources for the prayer life and worship of the schools
- Ensure the environment and displays across the schools reflect their Christian identity
- Promote and care for the Chapel (where appropriate) as a sacred space
- Promote places and opportunities for prayer, silence and reflection within the schools
- Organise retreats where appropriate, including residential retreats (this may include time outside of normal school hours)
- Celebrate and share the faith life of the schools within the Trust and the wider community
- Include the local parishes in school and hub celebrations, where appropriate
- Play an active role in engaging young people in the life of the local parish(es) and diocese (or dioceses if appropriate)
- Support and promote fundraising and awareness-raising projects, for example CAFOD
- Support and promote opportunities for pilgrimage, particularly to Lourdes
- Contribute actively to Trust Chaplaincy resources and to the Trust Chaplaincy website or other such resources as identified by the LLC (Lead Lay Chaplain)
- Develop and facilitate a chaplaincy team with representatives from across the community work collaboratively in building the Christian ethos throughout the schools to ensure a whole school approach

The Chaplain as educator

- Support and enhance the RE curriculum, where appropriate
- Coordinate with local clergy, where appropriate, to support the parishes' catechetical programme where provision is made and resources allow

The Chaplain as professional

- Avail of opportunities for enhancing his/her own spiritual well-being including attending the annual lay chaplains' retreat
- Help with sensitive issues, advising on the Church's teaching
- Have input into the school development plans, their operation and review
- Advise the senior leadership teams, where appropriate
- Challenge and support on the virtues of the Christian life
- Meet regularly with his/her line manager and Trust Lead Lay Chaplain
- Report to and work with governors/directors to promote the Christian ethos and distinctive nature of the schools
- Attend, where possible, staff meetings and any other meetings as appropriate
- Develop a good working relationship with the local clergy
- Engage with Continual Professional Development (CPD) relevant to the role of lay chaplain
- Lead school based CPD for staff in relation to the Christian Life and Collective Worship provision of the schools
- Participate in meetings with the Bishop's representatives for chaplaincy
- Engage with relevant Diocesan and national groups and agencies by attending meetings regularly and engaging with resources
- Liaise with Diocesan agencies, groups and individuals, where appropriate
- Provide support and assistance in preparing the schools' SEF (Self-Evaluation Form) and other preparations for Christian School Inspections (CSI), formerly known as Diocesan Canonical Inspection (DCI)
- Maintain an awareness of and respect for school policies and working procedures
- Manage chaplaincy resources responsibility, including the chaplaincy budget

These duties are neither exclusive nor exhaustive. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.

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 AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Criteria	Attribute	Essential/ Desirable
FAITH COMMITMENT	A faithful and practising Catholic or Anglican	E
QUALIFICATIONS & TRAINING (Demonstrated by Application Form)	Applicants must have 5 GCSE (or O Level) at Grade C/4 (or equivalent) or above in Maths and English	E
	Degree or equivalent qualifications with a willingness to pursue qualifications	D
	Catholic Certificate in Religious Studies (CCRS) or equivalent	D
EXPERIENCE (Demonstrated by Application Form)	Previous experience of working with young people	E
	Involvement in parish life and sacramental preparation	E
	Experience of preparing and leading Collective Worship	E
	Previous experience of working with young people and children in a school setting	D
	Experience of leading liturgical music or other ways of supporting children and young people in using creative forms of worship, such as art or dance	D
SKILLS	ICT literate - must be able to use Microsoft Office	E
	Hold a full and valid UK driving licence and have access to own vehicle to travel between schools	D
	Able to lead staff training and projects	E
	Able to differentiate activities to ensure they are age appropriate	E

	Experience in leading school liturgies and Acts of Worship	D
	Ability to play a musical instrument / sing in a public setting	D
	Ability to offer spiritual support and guidance to staff and students	D
	Understanding of factors likely to impact on pupils' behaviour, mood and well-being	D
	Further ICT skills, which can be used to engage with, and evangelise the school community and beyond	D
KNOWLEDGE (Demonstrated by Interview/Task)	Knowledge of Christian Worship, including liturgical seasons, and how to lead liturgies which are in keeping with the norms and tenets of the Christian faith	E
	Knowledge and understanding of liturgical seasons, scripture and Church teachings and Christian Life of the school	E
	Knowledge of what constitutes outstanding Collective Worship and Christian Life in schools	E
	A deeper theological knowledge or willingness to commit to further study and training	D
	Awareness of wider Church documents such as encyclicals and apostolic exhortations from the Holy Father with the ability to explore them with children and young people	D
MANAGEMENT (Demonstrated by Interview/Task)	Able to manage own workload and prioritise tasks	E
	Able to self-evaluate and reflect on practise	E
	Able to show initiative and work independently when required	E
	Able to adapt to changing circumstances and new ideas	E
	Excellent organisational skills	E

	Experience of working within a team	D
APTITUDE AND PERSONAL QUALITIES (Demonstrated by Application/Task)	Excellent communication skills - empathy with children with the ability to relate well to staff and parents	E
	Able to work effectively as part of a team and maintain confidentiality	E
	Reliable	E
	Calm and professional manner	E
	Helpful and resilient	E
	High interpersonal skills with the ability to motivate others and implement a shared vision for the development of whole-school spirituality	D
SAFEGUARDING (Demonstrated by Application/Task)	Excellent knowledge of safeguarding and the implementation of effective safeguarding practices in schools	E
	Demonstrate a commitment to safeguarding and promoting the welfare of children and young people	E
	Ability to form and maintain appropriate relationships and personal boundaries	E
APPLICATION FORM AND SUPPORTING STATEMENT	The form must be fully completed and legible	E
	The supporting statement should be clear, concise (within the required word count) and related to the specific post	E

This is a reserved post which means that applicants must be practising Catholic or Anglican.



The Diocese of Middlesbrough

NPCAT is one of two 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 Draney 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. Our schools serve the following parishes:

Brotton, St Anthony of Padua
Catterick Garrison, St Joan of Arc Garrison
Guisborough, St Paulinus
Helmsley, St Mary's
Ingleby Barwick, St Thérèse of Lisieux
Leyburn, SS Peter & Paul
Loftus, St Joseph and Cuthbert
Malton, SS Leonard & Mary
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
Pickering, St Joseph's
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)
Richmond, SS Joseph & Francis Xavier
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
Ulshaw Bridge, SS Simon & Jude
Wycliffe, St Mary's
Yarm, St Mary and Romauld
York, Our Lady's, Acomb & English Martyrs
York, St Aelred's
York, St George's
York, St Wilfrid's York & St Joseph's Clifton



The Diocese of Leeds

The Diocese of Leeds is geographically the largest diocese in the country. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 237 schools and the Education Team works in partnership with nine local authorities and eleven multi-academy trusts.

Diocese of Leeds Board of Education - Our Vision for Education

The Diocesan Board of Education plays a vital role in helping to fulfil the vision of the Diocese of Leeds: Loving. Living. Learning. Everything we do is also shaped by the Church of England's Vision for Education: Deeply Christian, Serving the Common Good. Called by God, we aim to nurture Christian hope and high expectations in everyone who is involved in education across our Diocese.

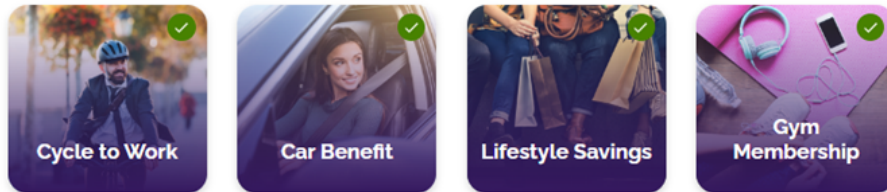
Our Ambitions:

- To inspire children, young people and adults with Jesus' promise of "life in all its fullness" (John 10.10).
- To support those who work in schools, colleges and universities in nurturing the whole human person, through encouraging spiritual, intellectual, emotional, physical, moral and social development.
- To offer a deeply Christian vision of human flourishing for all in which schools and other institutions serve the common good, setting high expectations of achievement within a holistic and whole-life framework.

Our Priorities:

- Loving – To respect and encourage each individual as a person wonderfully created in the image of God and deeply loved by God.
- Living – To offer an example of living the Gospel in each learning community, inspired by God's love for us and our love for one another.
- Learning – To serve our whole community by offering the highest quality learning experience to students of all ages, promoting wisdom, knowledge and skills.

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
- Annual 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:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

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



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Lay Chaplain Application Form & Recruitment Monitoring Form** to:

recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

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.

References: As part of the pre employment checks references will be sought by the appropriate Priest/Vicar.

If you require any additional information about this post, please contact Angela O'Brien, Lead Lay Chaplain at obrien.a@npcat.org.uk

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

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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