



Recruitment Pack

Director of Chaplaincy

This is a shared appointment between the
Trusts of St Francis and St Clare.



*St Francis Catholic
Multi Academy Trust*



*St Clare Catholic
Multi Academy Trust*



Director of Chaplaincy JD

An opportunity has arisen for a new and exciting post of Director of Chaplaincy within the St Clare and St Francis Catholic MATS in the Diocese of Hallam.

This will be a leadership role working across both Trusts and reporting directly to the CEOs. In line with the Bishop of Hallam's vision for education, the successful applicant will shape the strategy for chaplaincy into the future and will help to ensure that the Catholic Life of the Trusts is central to all that they achieve and accomplish.

Working alongside the Diocese, the CEOs, Central Teams, Headteachers and Chaplains, the Director of Chaplaincy will ensure that each and every child in the CMATs can encounter Christ, be inspired by his teachings and explore their own personal faith.

The successful candidate will have an exceptional ability to inspire through creativity, exploration and wonder whilst also having the strategic intelligence to plan, lead and deliver impactful organisational change.

The Trusts are highly focused on the development of people and as such, the successful candidate will be supported in their own learning and growth. Opportunities to explore the evolution of the role through research, development and best practice will be plentiful and encouraged.

This is a reserved role which means that applicants must be practising Catholics.

If you would like to have discussion about the role and speak with either Siobhan Kent, CEO St Francis CMAT or Steve Davies, CEO St Clare CMAT, please contact recruitment@stfranciscmat.com

For a full application pack, please visit one of the Trust's websites www.stfcmat.com or www.stclarecmat.org.uk

Completed application forms should be sent via email to recruitment@stfranciscmat.com

Closing date: 12 noon Friday 13th March 2026

Interviews: WB Monday 16th March 2026

Director of Chaplaincy JD

Job title: Director of Chaplaincy

Reporting to: The Chief Executive Officers of St Clare and St Francis CMATs.

Salary: £62,787 - £72,209

Hours: Full time, 52 weeks, 37 hours per week (additional hours may be required to meet the requirements of the role)

Purpose: To strengthen chaplaincy provision across all schools in order to strengthen the quality of Catholic Life in our Diocese. Particular objectives:

- Strengthen strategy which connects the work of schools, parishes, the Diocese and the Catholic Church in England and Wales. We want our activity to align to common goals and reduce missed opportunities for encounter with Christ.
- Empower all staff who work in our schools to contribute to the distinctive Catholic nature of our schools, most notably through contributions to prayer, liturgy, and work to support faith in action
- Support peer ministry – helping children and young people to play an active part in chaplaincy in our schools



- Ensure equitable access to high quality support for chaplaincy in all schools so that all children receive the same high-quality encounter with our church.

The Director of Chaplaincy, through their work and witness, will take a leading role on developing spiritual and pastoral care of all members of our two Trust communities. They will have the strategic responsibility for shaping and implementing the Trusts' vision for Chaplaincy and will work the CEOs, the Director of Education for the Diocese of Hallam, School Lay Chaplains and Headteachers in leading and developing the Catholic Life of the schools within our Trusts. They will nurture the faith formation and liturgical life of the school communities and the central teams, individually and collectively, including leading on the faith-formation of staff within the Trusts.

The Director of Chaplaincy may also work to enhance the Religious Education curriculum where appropriate. They will be a point of contact with the Diocese of Hallam for exemplifying best practice in school chaplaincy, as well as providing strategic and practical advice for the development of school chaplaincy across the diocese and beyond. The Director of Chaplaincy may be asked to represent the Diocese of Hallam at relevant provincial and national meetings.

CORE RESPONSIBILITIES

The Director of Chaplaincy as witness

- Act as an inspirational example of our Catholic Faith and the mission of the schools in our Diocese
- Understand the role as an opportunity to give witness to God's love
- Be seen as a model of prayer life and worship of God throughout both Trusts, helping others to come to a familiarity with the Church's models of prayer and worship
- Encourage staff and pupils to live the Catholic Faith by identifying and leading projects relating to the social teaching of the Catholic Church

The Director of Chaplaincy as pastor

- Be highly visible, accessible and approachable
- Accompany people, especially staff, at particular stages of their journey through life and in their faith journey
- Get to know people individually and use every opportunity for contact to the best advantage
- Support people as faith leaders, including CEOs, executive teams, Lay Chaplains, headteachers and other members of staff who lead on Catholic Life in our schools

The Director of Chaplaincy as leader

- Be the strategic lead for the spiritual, religious and liturgical life of both Trusts and the communities they serve, so that:
- Across both Trusts, school communities prioritise participation in the sacramental life of the Church and the celebration of Mass in line with diocesan guidance



- The major feasts and seasons of the Church are marked and celebrated with suitable prayer, liturgies and other activities.
- Every part of the work of our Trusts is rooted in prayer, and our pupils and staff are enabled to be part of the prayer life in our schools in a powerful and meaningful way
- The Catholic Christian identity of the schools across both Trusts is highly visible through the environment, displays and the quality of sacred spaces
- Retreat opportunities are well coordinated, accessible to all and are a coherent part of wider strategy
- The Bishop, parish clergy and representatives of parishes and diocesan bodies are included in school and Trust celebrations
- Provide training and updates to the both Trust leadership teams and Trust Boards on matters related to Chaplaincy
- Coordinate the approach of both Trusts in relation to the provision of suitable resources for the prayer life and worship of the schools
- Lead network of Lay Chaplains to develop a collaborative style of ministry & encourage a team approach to supporting staff and pupils in leadership and participation in the distinctive mission of our schools
- Be the strategic lead for developing and strengthening the relationships between schools, parishes and parish clergy, the religious and supporting Lay Chaplains and other school staff in this work
- Celebrate and share the faith life of both Trusts as part of the Diocese of Hallam
- Develop and oversee the approach of both Trusts to helping with sensitive issues, advising on the Church's teaching

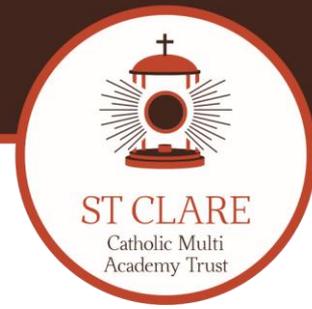
The Director of Chaplaincy as educator ...

... of pupils:

- Support the RE Leads, Lay Chaplains and Prayer and Prayer & Liturgy Coordinators in enhancing the Religious Education curriculum through connection to the strategy for Catholic Christian life ... **of staff:**
- Develop strategy, support implementation and contribute to leadership of Professional Development and formation, in particular:
- Spirituality and ethos components of the induction programmes for new staff, directors and governors
- Spirituality and ethos components of other Trust programmes such as those for Early Career Teachers, aspirant and new leaders
- A CPD programme for Lay Chaplains and all staff with responsibility for implementing the Prayer and Liturgy Directory in schools

The Director of Chaplaincy as part of the team;

- Provide challenge and support headteachers with their school development plans in relation to the Framework for Catholic School Inspection
- Represent the Trusts and, where required, the diocese on national working parties and committees as an active participant in shaping Chaplaincy at a national level



- Attend headteacher forum meetings and any other meetings, providing at all times, high-quality and relevant input
- Engage constructively with Continual Professional Development (CPD) and opportunities for enhancing his/her own spiritual well-being
- Liaise as needed with appropriate diocesan agencies, groups and individuals as well as with CMATs in other Dioceses.

St Clare and St Francis Catholic Multi-Academy Trusts are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

Person Specification

Key: E = essential criteria and D = desirable criteria

CRITERIA	E/D
TRAINING AND QUALIFICATIONS	
Educated to degree level	E
Qualified Teacher Status (QTS)	D
A clear and highly developed understanding of Catholic Theology	E
Catholic Certificate in Religious Studies (CCRS) or equivalent	D
FAITH COMMITMENT	
A practising Catholic	E
Evidence of active participation in a Catholic parish or deanery setting	E
EXPERIENCE OF LEADERSHIP OF CHAPLAINCY	
A proven track record of successful leadership of the spiritual, religious and liturgical life of a trust, school and/or parish community	E
Experience developing highly effective chaplaincy teams in schools	D
Experience of working at a diocesan level	E
Experience of working at a national level on Chaplaincy related projects	D



Experience of working with parishes and deaneries (both clergy and laity)	E
Experience of delivering training including the provision of suitable resources for the prayer life and worship of schools	E
Experience of developing theologically appropriate, meaningful activities and resources to mark and celebrate the major feasts and seasons of the Church	E
Experience of supporting staff and pupils in their planning, preparation and leading of liturgies and Collective Worship	E
Experience of successfully leading and managing whole school change initiatives	D
Experience of leading cross-diocese Chaplaincy initiatives	D
Experience of working cross-educational phase	E
Experience of supporting schools to prepare for Catholic School Inspection	D
Experience of developing, leading and participating in school retreat programmes	E
Experience of advising on the Church's teaching particularly in terms of more sensitive areas	D
Experience of working with and supporting Trust Directors and / or school local governing bodies	D
PROFESSIONAL EXPERIENCE AND KNOWLEDGE	
Evidence of continual professional development	E
A secure understanding of the philosophy of Catholic education	E
An understanding of the central role of curriculum Religious Education in a Catholic school	E
Sound understanding of the Catholic School Inspection framework	E
Experience of working with national organisations such as the Catholic Education Service (CES) and diocesan education services at local level	D
Experience of leading and working on diocesan projects from concept to successful implementation	D
Extensive knowledge and understanding of liturgical seasons, scripture and Church teachings to support the Catholic Life of schools	E
Deep understanding of wider Church documents such as encyclicals with the ability to explore them with staff, children and young people	D
PROFESSIONAL COMPETENCIES	
Evidence of building positive relationships with people in a range of roles (e.g. headteachers, directors and/or governors, parents, clergy, local parishes and with other individuals and agencies)	E
Well-developed and high-quality written and oral presentation skills	E



Ability to manage, motivate and develop individuals and teams to achieve high standards of performance	E
Full and valid UK driving licence and have access to own vehicle to travel between schools	E
PERSONAL ATTRIBUTES	
To command credibility and respect from all members of school communities	E
Able to work effectively as part of a team and maintain confidentiality	E
To have emotional resilience	E
To have the ability to self-evaluate and reflect	E
Able to adapt to changing circumstances and new ideas	E
To be an inspiring role model through example for staff and pupils and for present and future Catholic leaders	E
Empathy with children of all ages	E
Calm and professional manner	E
SAFEGUARDING	
Understanding of responsibilities of the CMAT and schools in ensuring compliance with all relevant legislation	E
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

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