

St Gregory's

CATHOLIC SCHOOL



Lay Chaplain

Application Pack

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'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



Every child is known and loved

About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

Every child is known and loved

School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

Every child is known and loved

School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

Role description

St Gregory's Catholic School is seeking a driven and enthusiastic practising Catholic to join our flagship Chaplaincy Team as a Lay Chaplain. The successful candidate will have a strong personal faith and the ability to support the pastoral and spiritual needs of staff and students. The Lay Chaplain will witness to the Gospel by sharing in the joys, hopes, and sorrows of the school community, while supporting and strengthening the faith life of our Catholic students and the wider school community

The Role:

School chaplaincy has developed from a primarily sacramental role into a ministry rooted in presence, relationship, and accompaniment. Contemporary Catholic chaplaincy is best understood through its everyday engagement with the school community — a “presence in pilgrimage.” This presence has three interconnected dimensions:

1. Physical Presence

The chaplain is consistently available and visible within the school, offering time, space, and pastoral support to students and staff.

2. Spiritual Presence

Through prayer, listening, and example, the chaplain witnesses to the importance of faith and the spiritual life within the school community.

3. Symbolic Presence

The chaplain represents the Church within the school, encouraging all members of the community to grow in their relationship with God.

This ministry of presence accompanies students as they navigate some of the most formative years of their lives. The chaplain journeys with the whole school community, helping them deepen their relationship with Christ and preparing them to live out their faith beyond the school gates.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- State of the art Fitness Suite for staff to use free of charge.
- Access to Kent Rewards Scheme
- Flu vaccination reimbursement.
- Eye test subsidy.
- Generous Pension scheme for all staff – 22.5% employer contribution for support staff
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services.

Job description

Job Title:	Lay Chaplain
Salary Grade:	KSE (£27,852 - £29,716) FTE or pro-rate according to working hours
Working Hours	Full time or part time
Line Manager:	Lead Practitioner - Catholic Life and Pastoral Formation

Job Description

This job description should be read alongside the National Standards document for School Chaplains. In this document, “Chaplain” refers to both ordained and lay Chaplains. The Chaplain, through their work and witness, will contribute to the spiritual and pastoral care of all members of the school community. They will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. They will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.

This is a reserved post which mean that applicants must be practising Catholics.



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Job description

The Chaplain as Witness

- Help people recognize God's love for them and their need of God
- Inspire through example
- Encourage staff and students to live their faith through involvement in projects relating to social justice and global citizenship
- Foster a sense of welcome, inclusion, and belonging across the school
- Promote Catholic social teaching through service projects, fundraising, and justice initiatives
- Maintain and strengthen relationships with parishes, clergy, diocesan offices, and external agencies

The Chaplain as Pastor

- Be visible and approachable around the school—before school, during breaks, and between classes
- Get to know people individually and use every opportunity for contact to the best advantage.
- Accompany people at particular stages of their journey through life
- Provide one-to-one listening and guidance for students and staff
- Support individuals experiencing bereavement, crisis, or significant life challenges
- Collaborate with the safeguarding and pastoral teams where appropriate
- Support the Headteacher in their role as faith leader in school
- Play a central role in the pastoral system
- Build trusting relationships through informal interactions as well as structured activities

The Chaplain as Leader

- Support and further develop the spiritual, religious, and liturgical life of the school
- Prepare and lead liturgies, and coordinate school Masses, prayer services, and seasonal celebrations (e.g., Advent, Lent)
- Maintain sacred spaces, prayer room, and chapel; ensure the school environment reflects its Catholic Christian identity
- Use a collaborative style of ministry and lead the chaplaincy team
- Offer opportunities for prayer for staff and students
- If a priest, celebrate Mass and the sacraments regularly in school; if not, arrange this with local clergy
- Develop activities to celebrate major feasts and seasons of the Church
- Support staff and students in planning, preparing, and leading liturgies and collective worship
- Help provide suitable resources for prayer and worship
- Develop a school retreat programme and lead retreats, reflection days, and spiritual development activities
- Support students' participation in the sacramental life of the Church, where appropriate
- Celebrate and share the faith life of the school with the wider community
- Involve local parishes in school celebrations, where appropriate
- Help with sensitive issues, advising on the Church's teaching
- Encourage student leadership through groups such as chaplaincy teams and SVP

The Chaplain as Educator

- Support and enhance the RE curriculum, where appropriate
- Support the RE department with Catholic ethos, curriculum enrichment, and prayer

Job description

The Chaplain as Professional

- Contribute to the school development plan and its review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support standards, morals, and Christian values
- Participate in staff briefings and attend staff meetings and other meetings, where appropriate
- Provide input on the Catholic Life of the school for inspections (e.g., CSI)
- Contribute to policies related to ethos, mission, and wellbeing
- Meet regularly with the line manager and engage in regular appraisal
- Engage in Continuing Professional Development (CPD) relevant to the role of chaplain
- Make use of opportunities to enhance personal spiritual wellbeing
- Lead school-based CPD for staff in relation to the Catholic life of the school
- Be a member of ACCE and use the opportunities it offers for professional and spiritual development
- Be a member of the Diocesan Chaplaincy Group (or equivalent) and attend meetings regularly
- Liaise with diocesan agencies, groups, and individuals, where appropriate

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.



Person specification

		Essential	Desirable
Training and Qualifications	A minimum of GCSE (Level 2) Grade C/4 in Maths and English	Y	
	A Level 3 qualifications, or practice equivalent in Care, Children or Family Support	Y	
	Commitment to ongoing professional development	Y	
Experience	Relevant experience of work with young people		Y
	Have experience of Youth Ministry in the Catholic Church		Y
	Have experience of leading liturgy and prayer	Y	
	Working knowledge of general school practices and procedures		Y
	Experience of working with young people in schools		Y
Professional Knowledge and Skills	Evidence of continuing professional development	Y	
	Have specific skills in music and liturgy		Y
	Hold a current valid driving licence		Y
	Possess creativity and imagination when leading work	Y	
	Have good interpersonal skills and are able to communicate well, both orally and in writing	Y	
	Are able to develop positive relationships with young people, volunteers, teachers, catechists and clergy	Y	
	Good understanding of the way in which children develop in relation to the role	Y	
	Understand the importance of physical, mental and emotional wellbeing		Y
Personal Attributes	Be a committed and practising Catholic	Y	
	Ability to relate to and inspire young people	Y	
	The ability to adapt to changing circumstances and new ideas	Y	
	Are self-motivated and have a good sense of responsibility	Y	
	Are enthusiastic and possess the ability to enthuse others	Y	
	Ability to be respectful and promote equality of opportunity and diversity	Y	
	Competent IT user	Y	
	Good Organisation skills	Y	
	Ability to manage own time effectively and work to deadlines	Y	
	Ability to follow instructions effectively	Y	
Safeguarding	An Enhanced DBS clearance	Y	
	Understanding of a compliance with all relevant legislation	Y	

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 26 February 2026 at 09:00 am
Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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