

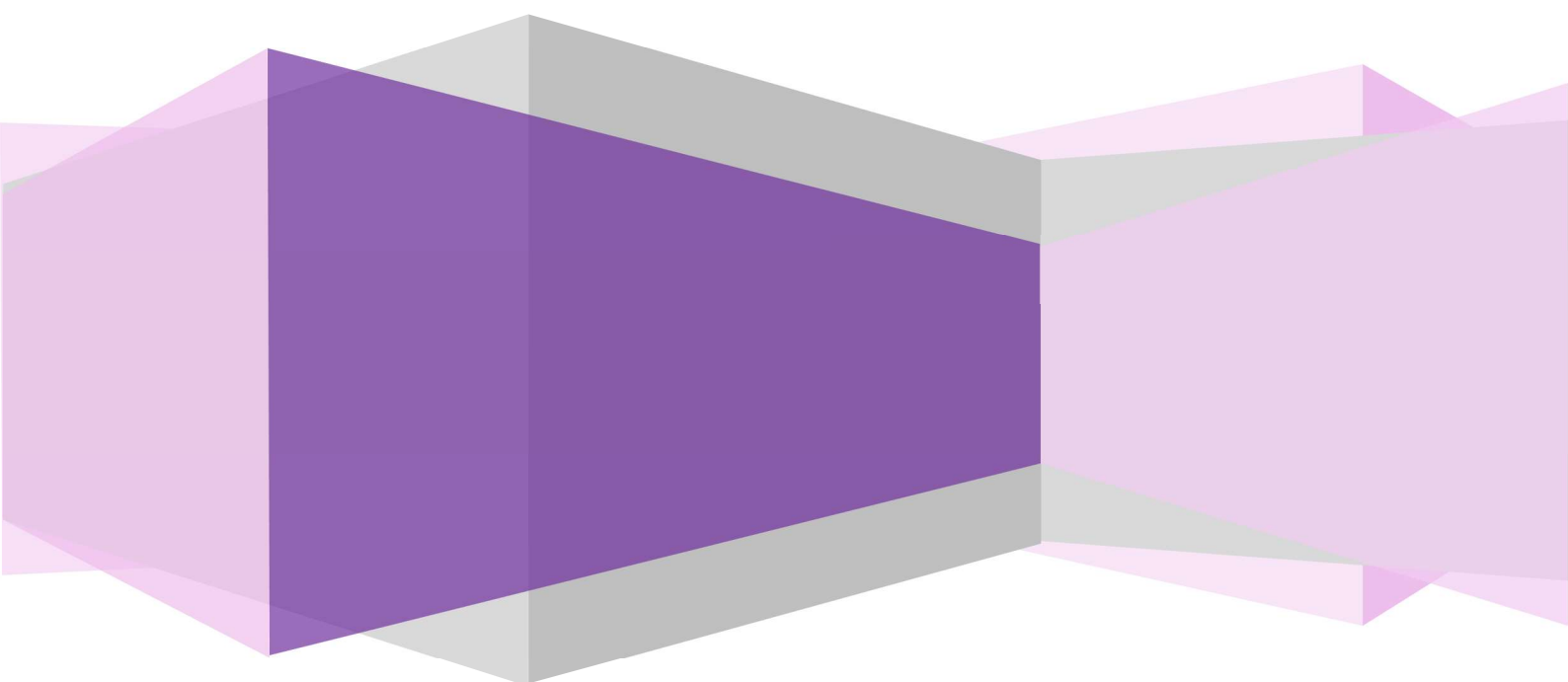
Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

School Chaplain

Required: 27th August 2024



SUCCESS THROUGH FAITH, LOVE AND LEARNING





School Chaplain

Background

Bishop Justus is the only Church of England comprehensive school in Bromley and, as such, offers a distinctive educational ethos based on a Christian foundation. Founded in 2004, the school provides a high-quality education for students aged 11–19.

Chaplaincy at Bishop Justus

The Chaplain reports directly to the Headteacher and leads the formal and informal expression of the Christian ethos which is one of the school's three main pillars, through worship and supporting the spiritual and pastoral life of the school community.

The successful candidate will be distinctively Christian and completely inclusive – able to work with people of all faiths and cultures, welcoming them where they are, accepting them unconditionally and sharing through words and actions God's loving presence. They will facilitate 'life in all its fullness' as a living reality within the community.

We abide by the Church of England's vision for education and are confident that the Christian Ethos is what allows students to flourish and have pastoral and academic success.

This full-time post arises at a time when the school has reached its full student capacity, and we want to make a concerted effort to engage the local community in the Christian ethos that we offer. The right candidate will have scope to deliver on a new vision for chaplaincy, which is in line with the Church of England's Growing Faith Initiative.

Our ideal candidate will possess:

- A flexible attitude;
- Good communication skills;
- Good IT skills;
- Experience of providing support to students both academically and pastorally;
- Good time management skills and the ability to prioritise tasks;
- A good attention to detail.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 3rd July 2024

We reserve the right to withdraw the vacancy, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** TBC

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** 27th August 2024

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: School Chaplain

Grade: Aquinas Grade 8

Full Time Salary: £39,334.00 p.a. - £45,903.00 p.a.

Actual Pro-Rata Salary Range: £35,909.06 p.a. – £41,906.08 p.a.

Hours: 36 hours per week – 42 weeks per year (including some evenings and holidays)

Accountable to: Headteacher

KEY RESPONSIBILITIES

Presence, Ethos and Pastoral Care

- Promote and exemplify the presence of God in the school by being a distinctive presence in the school and inspire and motivate through example.
- Create and develop an inclusive chaplaincy which is available to all: students, their families and school staff.
- Have an oversight of care and nurture of the whole school community and contribute to the pastoral care of the whole school community.
- Promote the Virtues to ensure that they permeate through the school activities, assist in promoting equal opportunities and anti-harassment policies, and support the spiritual and moral development of students developing a strategy to prevent repeated sanctions for poor conduct.
- Be an advocate for the most vulnerable students and work in partnership with staff to ensure that care of the whole child is a shared priority.
- Promote the use of display as a means of encouraging students' success and achievement.
- Support students with bereavement and trauma, post training.
- Be a pastoral and spiritual guide and support for staff.
- Support staff with navigating sensitive issues.
- Attend staff meetings, scheduled inset activities and workshops as published.
- Work in support of whole school, curriculum and year group development plans.
- Be a presence at Year 7 transition events, including the Summer Project.
- Support whole school activities which benefit the whole community (e.g. concerts, open evenings, sports events etc).
- Take time to read notices, keep to deadlines and carry out duties to the best of your ability.
- Hold responsibility for developing and implementing an annual chaplaincy action plan.

Worship, Prayer and Spirituality

- Develop and maintain faith and prayer groups with, students, parents and families.
- Lead worship regularly and be involved in the planning of collective worship with other senior staff, ensuring material is relevant and engaging and enables students to relate the Christian faith to their own lives, cultures and spirituality.
- Co- facilitate, in partnership with students, staff and parents, the creation of a variety of forms of worship suitable for all ages and groups within the school, develop suitable activities to celebrate major feast days and prepare special acts of worship, and lead the school's "Faith in Action" activities and encourage students to contribute.



- Maintain the chapel as an invitational and sacred space.
- Plan celebrations of the Eucharist and welcome visiting Church of England priests in this ministry.
- Ensure there are visible Christian references throughout the school site.
- Encourage student leadership opportunities such as deployment of Faith prefects.
- Make provision for people from different faiths (e.g. providing prayer space during Ramadan).
- Support staff in leading worship and prayer.
- Lead staff briefing, parent functions and staff meeting prayers.
- Encourage staff to explore their faith and spirituality and create opportunities for them to do so.
- Monitor the quality delivery of daily worship.

Work with local churches, charities, schools and the Diocese of Rochester

- Nurture and grow relationships with local Church of England clergy who visit the school to lead collective worship, administer Eucharist and support them in developing younger leaders in collective worship.
- Help promote and forge good links with nearby parishes and churches of other Christian traditions.
- Develop the relationship with the Rochester Diocesan Board of Education and the network of secondary school chaplains within the diocese, including opportunities for students to network across the diocese.
- Call, train and support a team of honorary associate chaplains from local churches and networks.
- Serve as a link between the schools and the communities they serve, including feeder primary schools.
- Encourage interaction with other Christian organisations and charities.
- Liaise with the school's Aquinas Advisory Council (AAC) representative for Chaplaincy.
- Engage in Church of England conferences including regional ones such as the National Secondary Leaders Network.
- Contribute to the ongoing development of the school's Christian vision, and representing on behalf of the school, including during SIAMS and other inspections.

Training and Support

Mentoring and support will be offered through the Diocese of Rochester School Chaplaincy Network and other national networks, for instance the Growing Faith / Centre for Chaplaincy in Education Chaplaincy Network.

Training can be available through exploratory and induction courses. The most appropriate level of training will depend on the skills and experience of the chaplain.

Responsibilities are likely to change over time and the Chaplain will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

SCHOOL CHAPLAIN

QUALIFICATION AND EXPERIENCE	Essential or Desirable
Be a Lay Minister or a Youth Pastor or a Lay Chaplain or an equivalent role.	E
Have a wide experience and proven record of working with young people in both formal and informal settings.	E
Be able to offer pastoral, spiritual and possibly sacramental care to all members of the school community.	E
Bring expertise in leading school worship and developing it further.	E
Have knowledge of school and educational environments.	E
Supportive of the vision and values of the Church of England's Vision for Education. https://www.churchofengland.org/about/education-and-schools	E
Proven experience of working with a diverse range of people.	E
Qualification which includes the study of theology and which may also relate to areas such as pastoral care, youth work, education, counselling, etc.	E
Bring experience in pastoral care (formal counselling experience will be advantageous).	E
Trauma awareness.	D
Mental Health First Aid .	D
Bring experience of offering support for those who are bereaved.	D

SKILLS AND ABILITIES	Essential or Desirable
Have the ability to initiate and motivate.	E
Be both sensitive and creative.	E
Be a good listener.	E
Able to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of individuals whether they are students or members of staff.	E
Be organised, energetic and outgoing.	E
Be able to involve others in worship.	E
Relate easily to staff, students, parents, AAC and clergy.	E
Be able to engage and support students who show challenging behaviour and/or variant opinions.	E
Take an interest in, and respond to, educational initiatives.	E
Be creative in facilitating acts of worship.	E
Show ability to work under pressure and retain a professional composure.	E
Have excellent communication skills.	E



IT skills including ability to produce high quality resources.	E
Maintain confidentiality.	E

PROBLEM SOLVING/DECISION MAKING	Essential or Desirable
Show ability to evaluate and generate solutions/new ideas which deal effectively with	D
Make well-judged high-quality decisions.	D

TRAINING	Essential or Desirable
Evidence of recent/relevant training.	E
Willingness to undertake future relevant training.	E

[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
Be of smart appearance.	E
Be in good health.	E
Be personally committed to ministering the Gospel to young people.	E
Be highly motivated, maintaining high standards.	E
Be a motivator, show initiative and be a team player.	D

OTHER	Essential or Desirable
Enjoy the presence of young people.	E
Impress those around you with a sense of purpose and commitment to the Christian faith, the	E



Benefits of Working with Aquinas

LEASE AN ELECTRIC VEHICLE...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus
electric vehicles

TREATING YOU AS A PROFESSIONAL...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family

health assured