



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

Chaplain  
**APPLICATION PACK**

# Welcome

I should like to extend to you a very warm welcome and thank you for expressing an interest in the post of Chaplain.

Our school Chaplain has a critically important part to play in the Catholic life and mission of our school community, because our Catholic faith and the values proclaimed by Jesus in the Gospels are central to everything that we do.

We have a very strong Catholic ethos and a strong belief in the unique dignity and unique God-given potential of each individual child; not just the potential to achieve academic success, but the potential to flourish and grow in every way possible.

We attach a high priority to the development of faith for all children including those of other faiths and we encourage all our pupils to develop a deep respect for each other and for each other's beliefs. We pray together at the start and end of each day and every assembly includes a collective act of worship.

We gather together to celebrate Mass in our Chapel each week and at key points throughout the school year. At the end of each academic year we celebrate a whole school Mass of thanksgiving in our Sports Hall. We also have regular devotions to Our Lady as well as services at Christmas and Easter.

We have ambitious plans for the development of a new Chapel, Chaplaincy area and Chaplain's Office and great hope that work on these may begin soon. This is an exciting time to join us as our new school Chaplain.

Our school motto 'Unum in Corpore Uno' or 'Together in One Body' reflects the importance that we attach to our school community: a community that provides the love, support, encouragement and advantage that children need in order to become the best that they can be. We are proud of our pupils and proud of our school.

I wish you well in your application.

Yours sincerely,



**David Hubbard**  
**Headteacher**



# Letter to Applicant

Dear Applicant

Thank you for your interest in our recent advertisement for the post of Chaplain at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

## Application

If you wish to apply, please email your application to Mrs Helen Kerr, Headteacher's PA, at [hker@ccc.lancs.sch.uk](mailto:hker@ccc.lancs.sch.uk) or post your completed application form and letter of application to our Headteacher Mr Hubbard at the address shown below. Letters should address the criteria identified in the person specification in no more than 2 sides of A4 paper, font size 11 - Arial. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

## Closing Date

Please ensure that your letter of application arrives before 12 noon on Monday 17 May. We will not be able to accept applications received after the closing date.

## Shortlisting

Shortlisting for the post will take place shortly after the closing date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted we will inform you of this in writing shortly after an appointment has been made.

## Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place on Monday 24 May 2021.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post or you would like to make an informal visit prior to submitting your application, please contact me at [cwallace@ccc.lancs.sch.uk](mailto:cwallace@ccc.lancs.sch.uk).

We look forward to receiving your application.

Yours sincerely



**Mrs C Wallace**  
**Business Development Director**

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# Chaplaincy and Corpus Christi

## The Role of Chaplain

We are looking for a practising Catholic with a strong personal faith and the capacity to serve the pastoral and spiritual needs of staff and pupils in our school.

The Chaplain will provide witness to the Gospel by sharing in the joys, hopes and the sorrows of members of our school community and will always remind our school community of its Christian purpose.

The Chaplain will also be expected to support the life of faith of our Catholic pupils, initiating and encouraging evangelisation, as well as encouraging and supporting the faith development of those of other faiths.

As well as this, our Chaplain will organise a range of enriching opportunities for pupils to deepen their faith and he is always on hand to support pupils as they make their journey of faith. There are currently retreats to Castlerigg and visits to Ladyewell as well as many opportunities for pupils to be actively involved in living out their faith through charitable works and fundraising.

## Chaplaincy

The Chaplaincy is a place of welcome, hospitality, support and reflection where all are invited to join us in a spirit of togetherness and relaxation.

Chaplaincy is not just at the heart of the school, it is the heart of the school; welcoming students and staff, offering friendship, support, encouragement and guidance for all in our community.

When thinking about what a Chaplain does, we think about the Emmaus story: the disciples walking along the road to Emmaus, lost in their own worlds until they are joined by a stranger who leads them and teaches them the right path. That stranger is Jesus and the story is as real today as it was for the two disciples. We find ourselves lost in a world that seems to be against all things moral and right, yet we must discover the truth of our lives; - the truth that is Jesus Christ.

It is this journey towards the truth that underpins our life here at Corpus Christi. With over 800 members of our community, each journey is different and everyone has their own way of reaching their goal. The Chaplain is there to walk with individuals as they make their way through life.

## Pastoral Care

Pastoral care is at the heart of our mission as a Catholic High School and we always endeavour to ensure that every child is happy when they are in our care. The emphasis within our Year Teams is to ensure that pupils are cared for, supported and guided to be the best that they can be in every aspect of school life.



# General Information

Above everything else, Corpus Christi is a Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our pupils, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 20% of our pupil population is eligible for pupil premium. The overwhelming majority of pupils who attend our school travel by bus from inner-city social housing estates. We are proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our pupils come from families with significant and complex needs. We are proud of our success in securing valuable progression routes for almost all pupils. A few pupils access highly successful alternative provision; the large majority of them secure jobs or apprenticeships as a result.

Strong governance has proved pivotal in supporting rapid improvement. Governors provide an appropriate balance of challenge and support and know our school extremely well.

When we were inspected in February 2019, inspectors recognised that leaders and governors had taken strong and decisive action to secure further improvements in pupils' behaviour, their engagement with learning, the quality of teaching, leadership, parental engagement and outcomes. Inspectors judged Corpus Christi to be 'good' in all aspects and during the team meeting on the final day of the inspection the lead inspector reported that she had not seen 'any poor behaviour anywhere in school' during the two day inspection.



# General Information

As a result of our absolute determination to provide the best possible opportunities for all our pupils to thrive and achieve their full potential, Corpus Christi is a school where expectations are high, where pupils behave well and where the focus on learning is very strong. We are now a school of choice and the number of pupils on roll has increased from 589 in 2018/19 to 720 in 2020/21. In July 2020, for the first time in many years, we had a waiting list with over 30 pupils seeking admission into Year 7. In line with this improvement in pupil numbers, our budget position will improve significantly from April 2021, when the budget will fully reflect the significant increase in pupil numbers.

Colleagues are uncompromising in their high expectations of behaviour, which has improved markedly in recent years. There has been a significant reduction in referrals from class. Lesson observations and learning walks show that behaviour is typically good. The number of pupils excluded from school and the number of incidents leading to a period of internal exclusion have fallen, including for disadvantaged pupils.

Punctuality has also improved dramatically over the last three years and in September 2018 we launched a new approach to supporting pupils with poor attendance that has had a striking impact on overall attendance (improving from 94.3% for autumn term 1 in 2017/18 to 95.3% for the same period in 2018/19).

We have implemented a new approach to tracking progress and assessing attainment so that teachers in both Key Stages 3 and 4 are clear about gaps in performance, including for the most-able and disadvantaged pupils, and take effective action to close them.

We have invested in a multitude of resources to enrich pupils' learning experience including a new drama studio, new science laboratories, a vast garden area and a new landscaped area for our Year 7 pupils. We have ambitious plans for the further development of our infrastructure, including a new state of the art food and nutrition room, further landscaping, a new Chapel and new science laboratories.

Our philosophy places Gospel values at the heart of a creative and engaging curriculum. We are proud of our professional school productions, our curriculum enrichment days, our retreat days and the opportunities that pupils have to take part in learning days at UCLan and Cardinal Newman College.

Monitoring and evaluation are exceptionally strong at all levels and result in highly effective actions being taken to address areas of weakness. Our validated evaluation of the quality of teaching, learning and assessment shows that the vast majority of teaching is good or better.

Our analysis of GCSE performance in 2020 confirms our view that we have continued to make significant progress in our drive to raise attainment. Headline figures for the proportion of pupils attaining pass grades in both mathematics and English improved to 61%, and the proportion of pupils attaining mathematics and English at grades 5 or higher improved to 32%. Since April 2013, 23 teachers whose teaching was not good enough at that time have left Corpus Christi, including teachers of mathematics, English and science.





# General Information

We have further strengthened middle leadership. We have a new Head of Mathematics, a new Head of Science, a new Head of English, a new Second in RE and a new Second in PE. Combined together, these staffing changes have further strengthened our middle leadership team and our capacity for further improvement.

We have increased the curriculum allocation for mathematics from 3.5 to 4 hours per week, the time for separate sciences from 6 hours per week to 7.5 hours and the allocation of time for optional subjects from 2.5 to 3 hours per week. This will enable us to bring greater depth to learning; more of a mastery approach.

We work hard to get to know our parents and families well and to work in partnership with them to ensure that any issues are dealt with promptly and in a supportive way. Attendance at the Year 11 Parents' Evenings in January 2019 was 96%. Responses to the parent view questionnaire completed by a large number of parents at parental meetings throughout the year are all overwhelmingly positive. Pupils' spiritual, moral, social and cultural development is promoted through a wide range of activities including liturgy and prayer, curriculum enrichment days, faith and justice days, our CPSHE curriculum, school trips, charitable work and our whole school discussion topics.

Pupils receive impartial advice and careers guidance throughout their time at Corpus Christi. As a result, pupils are well-supported and clear about the next steps that they will be taking when they leave school.

Safeguarding is highly effective. Our very strong Catholic ethos places a strong emphasis on mutual respect and caring for each individual. Pupils look after each other and are keen to support those who are in difficulty. The highly effective pastoral team ensures that pupils and families are well supported when they are experiencing difficulties.

We have secured significant improvements in the quality of teaching, behaviour, leadership and outcomes in recent years. Leaders and governors are determined that this should continue and the capacity for further improvement is strong.



# Job Description

## **Corpus Christi Catholic High School Chaplain**

**Required from 1 September 2021**

**Salary:** 7 (SCP 19-25 £25,481- £29,577) pro-rata  
**Hours:** 37 per week, term time only  
**Responsible to:** Headteacher

The Governing Body of this thriving 11-16 mixed Catholic High School invite applications for the post of Chaplain. The successful candidate will be a practising Catholic with a strong personal faith and the capacity to serve the pastoral and spiritual needs of staff and pupils in our school. The Chaplain will provide witness to the Gospel by sharing in the joys, hopes and the sorrows of members of our school community and will always remind our school community of its Christian purpose. The Chaplain will be expected to support the life of faith of our Catholic pupils, initiating and encouraging evangelisation, as well as encouraging and supporting the faith development of those of other faiths.

### **Core Expectations**

The Chaplain is expected to serve the pastoral and spiritual needs of staff and pupils in our school. The Chaplain will provide witness to the Gospel by sharing in the joys, hopes and the sorrows of members of our school community and will always remind the school community of its Christian purpose. The Chaplain is expected to support the life of faith of our Catholic pupils, initiating and encouraging evangelisation, as well as encouraging and supporting the faith development of those of other faiths.

### **Accountability**

Your immediate responsibility as Chaplain at Corpus Christi, will be to the Headteacher.

### **Core Duties**

#### **Religious Responsibilities**

- To oversee the leading of daily prayer and reflection in the school.
- To encourage the use of regular short prayers, for example before meals and lessons.
- To assist in the formation of pupils, and staff (where appropriate) on how to pray.
- Advise teachers on how to teach and lead prayer, including silent meditation.





# Job Description

## Liturgy and Sacraments

The chaplain is responsible for:

- Liturgical celebrations within the school. Including working with the Head of Music and other colleagues to plan end of term Masses and other liturgical celebrations.
- The celebration of the Eucharist throughout the school year, both smaller groups and sometimes with the whole school community.
- The celebration in the school of the special seasons and feasts of the Church's liturgical year. The chaplain should also ensure that the school calendar corresponds to that of the Church.
- Non-Eucharistic para-liturgical celebrations with the school community or parts of it, as appropriate to specific occasions, for example anniversaries and other celebrations.
- Altar servers, readers and Extraordinary Ministers of Holy Communion.
- Ensuring that all pupils understand how to conduct themselves in religious contexts, for example respecting silence and observing religious gestures.
- Preparing pupils for receiving the sacraments where instruction is not otherwise provided for and in agreement with local parishes.
- Arranging for the Sacrament of Reconciliation to be available to pupils and staff in an appropriate manner and at regular times.
- Ensuring that all those who assist at Mass in school as Extraordinary Ministers of Holy Communion are appropriately commissioned in the diocese.
- Ensuring that any chapel where the Blessed Sacrament is reserved should be secure and used only for worship.

The chaplain should:

- Use imaginative ways to proclaim the Gospel with clarity and confidence and to inspire faith in Christ. The witness of his or her life is essential to this.
- Be available to advise other members of staff on theological, moral or spiritual issues, relating to academic teaching or arising elsewhere in school life.
- Make some contributions to classes where appropriate.
- Organise appropriate talks (including inviting speakers), discussions, study groups, Lectio divina groups, films and so on.
- Keep a stock of suitable books, pamphlets, music, video and audio material both to assist staff and pupils in understanding their faith.



# Job Description

## **Catholicising the ethos**

In general, the chaplain should encourage a culture in the school that is confident in the faith. As well as explicit prayer and proclamation, this should include, for example, the use of Catholic religious symbols and pictures, the reading of Christian literature, and the use of Christian music. It should also be evident in an atmosphere of peace, joy and mutual trust within the community of the school: a life transformed by the Holy Spirit.

## **Social responsibility**

- The Chaplain should be available to staff and pupils:
- For spiritual guidance to aid personal growth.
- For advice on particular moral and practical questions.
- For assisting with or participating in existing pastoral care in the school, where appropriate.
- For giving counsel at times of crisis. He or she should know when professional help is needed and how to seek it, with the approval of the school authorities.
- For supporting any initiatives or policies in the school designed to improve behaviour, for example by encouraging positive relationships, challenging bullying, reconciling conflicts, or raising standards of politeness or care for the environment.
- To help organise appropriate social events and activities.
- To involve pupils in some sort of practical community service.
- To encourage a desire for justice and peace in the wider community.

This could involve:

- Fundraising for charitable activities.
- Raising awareness of the need for change in social structures. Faith and justice, environmental or pro-life groups can be valuable here.
- Raising awareness of the needs of the poor, sick, marginalised and defenceless, both at home and around the world.
- Building bridges across such differences within the school is an essential part of the work of the chaplain in developing a truly Catholic education. Ecumenical and inter-faith education encounters will form an important part of this.



# Job Description

## Coordination of chaplaincy

The Chaplain should:

- Prepare an annual pastoral plan and calendar of chaplaincy activities, correlated with the school calendar, including coordinating the calendar of assemblies.
- Coordinate the wider chaplaincy team, including managing the termly Chaplaincy meetings.
- Encourage pupils to be involved in the work of the chaplaincy.
- Foster links with the home parishes of the pupils. Including inviting local clergy priests to take part in liturgical celebrations, including reconciliation services, to speak to groups or classes, or to meet their young parishioners in the school.
- Provide the parishes with information about liturgical and other chaplaincy events throughout the year, and extend invitations to attend special events.
- Be aware of liturgical celebrations and other events in the parishes, and strongly encourage the participation of pupils and staff.
- Arrange times for chaplaincy and other school staff to meet with members of the parish to share ideas, and to invite interest and support from local priests and people.
- Communicate and consult with those involved in social ministry in the parish, and possibly linking school and parishes in certain social projects.
- Attend certain deanery meetings to inform them about the chaplaincy as appropriate.

## Note

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.





# Person Specification

## Appointment of Chaplain: Criteria for Selection

A = application    I = interview    E = essential    D = desirable    R = reference

<b>Qualifications &amp; Experience</b>	<b>E</b>	<b>D</b>	
• Experience of working with young people within the 11-16 age range		✓	A
• Experience of preparing and delivering liturgies		✓	A
• Active involvement in a parish or religious community	✓		A
• Evidence of relevant training to meet the responsibilities of this post		✓	A I
• Skills and confidence in applying ICT for communication & to enhance liturgies	✓		
<b>Knowledge &amp; Understanding</b>			
<i>The successful candidate will have:</i>			
• Up to date knowledge of the teaching and practices of the Catholic Church	✓		A I
• Strong commitment to the faith development of secondary age students and preparedness to support and encourage them in personal and spiritual growth	✓		A I
<b>Skills</b>			
• Vision and an ability to take the initiative and risks	✓		A I R
• Ability to look at issues from a whole-school perspective	✓		A I R
• Effective communication with pupils, staff and parents	✓		A I
• Efficient and reliable administration	✓		A I R
• The skills & enthusiasm to contribute towards the development of relevant & creative liturgy and prayer within the school	✓		A I R



<b>Personal Qualities</b>			
• An active and regularly practising Catholic with a strong personal faith	✓		A I R
• A good listener who is sensitive to the position and needs of people within our school and wider community especially the most vulnerable	✓		I R
<b>Selection Criteria</b>	<b>E</b>	<b>D</b>	
Commitment to make an impact upon equality and justice in our community and beyond	✓		A I
Capacity effectively to engage an audience of young people or adults	✓		A I R
Effective in one-to-one and small group situations	✓		A I
A team player, able to draw students into productive and happy relationships	✓		A I R
Good organisational skills and the ability to think clearly	✓		A I R
Discretion, and respect for confidentiality within professional boundaries	✓		A I
Capacity to promote and sustain a sense of proportion and perspective, both personally and across the school	✓		A I R
An optimist, who brings out the best in people, with a strong sense of fun.	✓		A I
Satisfactory enhanced disclosure with the Disclosure and Barring Service	✓		A I

You must be able to demonstrate through your references that you have a satisfactory health and attendance record.

**Note:**

All appointments are subject to satisfactory references, health checks and DBS clearance.

