



Blessed Thomas Holford Catholic College

May God's love be our guide 

College Chaplain

Required for September 2025

To work 36.25 hours per week, term time only

Band 7: SCP 26 – 29 (£36,124 - £38,626)

Actual salary (£30,275 for working 36.25 hrs a week - term time only)

We are an 11-18 Catholic College with 1,600 students on roll, including 220 in the Sixth Form. GCSE and A level results have been consistently excellent over several years and we are determined to make ourselves an exceptional educational provider.

We are committed to the young people in our care, encouraging and inspiring every child to fulfil their God given potential and to flourish. We place as much emphasis on the pastoral care and faith development of the child as we do on academic excellence.

We are looking to appoint an inspirational college Chaplain. The successful candidate will be a practising Catholic with a good understanding of Catholic theology. They will be passionate in encouraging the Catholic faith in young people, proactive in leading and developing the spiritual, liturgical and prayer life of the college and committed to achieving successful outcomes in all aspects of the school's chaplaincy provision.

The successful candidate will be:

- Committed to supporting and developing the spiritual and pastoral well-being of young people
- Highly motivated and able to work independently and collaboratively with a range of colleagues and stakeholders
- Innovative in ways to celebrate the Catholic ethos of our college and find new ways for the Gospel to encourage and challenge students and staff
- Passionate about leading and encouraging members of the college and wider community to have a positive attitude and inclusive approach to change and development

We offer:

- A supportive and committed college family
- Committed and hard-working staff, students and supportive parents/carers and families

To Apply:

The job description and application forms are available on the college website:

<http://www.bthcc.org.uk/vacancies>

Applications must be made using the CES application form. CV's will not be accepted

Applicants are required to follow the guidance for applicants securing a Faith Reference

Completed application forms should be sent to: recruitment@bthcc.org

Closing date for applications is:

9.00 a.m. Tuesday, 22nd April 2025

Interviews will be held on:

Monday, 28th April 2025

Our college is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.



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Chaplain Job Description

Introduction

The college has been designated by the Secretary of State as a college with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic college in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Shrewsbury.

At all times the college is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a practising Catholic who can show by example and from experience that he or she will ensure that the college is distinctively Catholic in all its aspects.

This appointment is with the governors of the college under the terms of the Catholic Education Service contract signed with the governors as employers and should be endorsed by the Bishop or his representative. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Diocese acknowledge the importance of the role of the chaplain and will actively offer long term support, encouragement, affirmation, and realistic challenge to the successful candidate.

Job Description

This job description should be read alongside the National Standards document for College 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 college community. They will have a central role in implementing the college vision statement and work with the Headteacher in leading and developing the Catholic life of the college. They will nurture the faith formation and liturgical life of the college community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.

Core Responsibilities

The Chaplain as witness

- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and students to live the faith by being involved in projects relating to social justice and global citizenship

The Chaplain as pastor

- Be visible and approachable around the college
- 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 Head Teacher in their role as faith leader in college
- To play a central role in the pastoral system

The Chaplain as leader

- Support and further develop the spiritual, religious, and liturgical life of the college.
- Use a collaborative style of ministry that encourages a team approach to chaplaincy to develop and lead a chaplaincy team.
- To offer opportunities of prayer for staff and students.
- If a priest, celebrate Mass and the sacraments regularly in college; if not, plan for the same to occur with local clergy
- Develop suitable activities to mark and celebrate the major feasts and seasons of the Church
- To support staff and students in their planning, preparation and leading of liturgies and collective worship
- Help with the provision of suitable resources for the prayer life and worship of the college
- Ensure the college environment and displays reflect the college's Catholic Christian identity.
- Promote and care for the Prayer Room/Chapel as a sacred space
- Develop a college retreat programme for students
- Support students to participate in the sacramental life of the Church, where appropriate.
- To celebrate and share the faith life of the college with the wider community
- To include the local parishes in college celebrations, where appropriate
- Help with sensitive issues, advising on the Church's teaching

The Chaplain as professional

- Have input into the college development plan, its operation and review
- Advise the Senior Leadership Team, where appropriate
- Challenge and support on standards, morals, and the values of the Christian life
- To meet regularly with the line manager
- To engage in a regular process of appraisal
- To report to and work with Governors to promote the Catholic ethos and distinctive nature of the college
- Attend where possible staff meetings and any other meetings as appropriate
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain
- To avail of opportunities for enhancing their own spiritual well-being
- To lead college based CPD for staff in relation to the Catholic life of the college
- To be a member of ACCE and use the opportunities the organisation offers for professional and spiritual development
- To be a member of the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly
- To liaise with Diocesan agencies, groups, and individuals, where appropriate

Additional:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be responsible for your own continuing self-development, and willing to undertake any additional training as appropriate
- Contribute to the overall ethos/work/aims of the college
- To undertake any other reasonable duties, as directed by the Headteacher
- This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the college in relation to the post holder's duties and responsibilities

Person Specification
College Chaplain

Education/Qualifications/Training	Essential	Desirable
<ul style="list-style-type: none"> • GCSE C+ qualifications/equivalent in Maths and English • Relevant qualification or on the job training, e.g. in youth work, Christian ministry, education. • Be able to demonstrate a knowledge of Christian Theology and the Bible. 	E	D E
<p>Knowledge/Experience/Understanding</p> <ul style="list-style-type: none"> • Experience of working with teenagers in a Catholic setting • Experience of leading a broad range of Catholic worship • Experience of contemporary youth culture. • Knowledge of how to help adapt and deliver support to meet individual needs 	D D D D D	
<p>Personal skills and abilities</p> <ul style="list-style-type: none"> • Practising catholic who is confident and resilient in their faith • Supportive of the vision and values of the Catholic Church and our college ethos • Ability to relate well to children and adults • Able to communicate and empathise effectively with all members of the college family • Able to take an open, rational and intelligent approach to issues of life and faith • Understanding and appreciation of the different social and cultural backgrounds of our students and be committed to inclusion • Ability to deal with difficult situations, maintaining appropriate confidentiality and being sensitive to the needs of our college community • Demonstrates the highest professional standards and expectations at all time • Ability to work constructively as part of a team • Reflective practice 	All E	



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Catholic Education Services - Standards for Chaplains

Standards for Chaplains working in colleges are divided into five key areas:

1. The Chaplain as witness
2. The Chaplain as pastor
3. The Chaplain as leader
4. The Chaplain as educator
5. The Chaplain as professional

The Chaplain as witness

The Chaplain should:

- a. be a practising Catholic in full communion with the Church;
- b. set a good example to all members of the college community in terms of living a Christian life by:
 - i. being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve;
 - ii. speaking of their own faith and relationship with Christ;
 - iii. living a life which exemplifies Gospel values;
 - iv. treating all members of the community with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the chaplain's professional position;
 - v. showing tolerance of and respect for the rights of others;
 - vi. demonstrating a commitment to Catholic Moral and Social Teaching.

The Chaplain as pastor

The Chaplain should:

- a. be attentive to the needs of all members of the college community
- b. support other staff in college who share the responsibility of the pastoral care of students, including the Head Teacher;
- c. accompany the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows;
- d. be able to relate to a wide range of individuals and establish levels of trust where problems can be shared;
- e. focus on the marginalized and the vulnerable within the college community as their special care.

The Chaplain as leader

The Chaplain should:

- a. have a good understanding of the liturgical life of the Church and be able to lead students and staff into a fuller appreciation of its richness and beauty;
- b. know how to prepare a space for prayer;
- c. have the skills of a well-trained sacristan and know how to both prepare a space for the celebration of Mass;
- d. care for any sacred space in college, especially where the Blessed Sacrament is reserved;

- e. be skilled in engaging children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation, where appropriate;
- f. support class and whole college based worship through the provision and creation of appropriate worship resources;
- g. help students and staff to develop confidence in leading prayer and worship independently;
- h. provide opportunities for staff and students to deepen their spiritual life, for example, through the organizing of retreats and days of reflection.

The Chaplain as educator

The Chaplain should:

- a. have a good knowledge and understanding of the Catholic faith to:
 - i. support college catechetical programmes (where they exist);
 - ii. support the formal and informal learning that takes place across college life;
- b. ensure that structured time with students is well-planned, delivered and evaluated;
- c. support the professional development of staff in terms of the Catholic life of the college.

The Chaplain as professional

The Chaplain should:

- a. if a priest, celebrate Mass and the sacrament of reconciliation regularly in college;
- b. if not a priest, make arrangements for the regular celebration of Mass and the sacrament of reconciliation within college with the priest(s) of the local parish or deanery;
- c. form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and college.
- d. maintain good working relationships with other members of staff, governors/directors and college leaders;
- e. observe professional standards in terms of appearance, punctuality and full participation in the working life of the college;
- f. have regular performance appraisal;
- g. have regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- h. Contribute to self-evaluation processes in readiness for inspection.