



Blessed Thomas Holford Catholic College

Recruitment Pack

Required ASAP

Salary: Band 7: SCP 26 – 29
(£34,834 - £37,336)

School Chaplain



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May God's love be our guide 



Welcome to Blessed Thomas Holford Catholic College

Blessed Thomas Holford Catholic College is one of the best performing colleges in Trafford. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic college, and we celebrate high achieving GCSE and A-level results each year.

What makes Blessed Thomas Holford Catholic College shine is not only our bright and beautiful building but our commitment 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.

Our mission statement, *May God's Love Be Our Guide* encapsulates everything we do. We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our college and I look forward to welcoming you to our BTHCC family.

Mrs Clare Hogg
Headteacher

May God's love be our guide





Why work for Blessed Thomas Holford Catholic College

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. Our college is highly popular with parents/carers, and we are oversubscribed every year.

We have high expectations of our students and of our staff – people matter in our college. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people – we want them to do their best and be their best.

Every teaching post is an important one for the future of our college and the successful candidate will be somebody with a high work ethic and unstinting commitment to our children. We want somebody with a strong ambition to develop their own career but, above all they want to make a significant and long-lasting impression on the future lives of our students.

We offer:

- A supportive and committed college family
- A college with a desire to continuously improve
- Highly motivated and talented staff with a strong team ethic
- Ambitious and hardworking students
- Continuous professional development and formation
- Opportunity to teach A-level
- Amazing opportunities and adventures
- Regular opportunities to progress in your career



Job Description

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



Job Description

- 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

	Essential	Desirable
<p>Education/Qualifications/Training</p> <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. 	<p>E</p> <p>E</p>	<p>D</p>
<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 		<p>All D</p>
<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 	<p>All E</p>	

Application Process



Applying for the role

Please download the following forms and guidance at the bottom the vacancies page on the website;

Support Staff Application Form

Application Forms and GDPR Guidance

Recruitment Monitoring Form

Rehabilitation of Offenders

All applications should be made using the CES application form

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



Where do I send my forms once complete?

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



Timescale

Closing date for applications is: 9.00 am on Monday 13th May 2024

Interviews will be held: TBC

"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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