



# St. Anne's Catholic High School for Girls

*'Act justly, love tenderly and walk humbly with your God'*  
Micah 6:8

## SCHOOL CHAPLAIN APPLICATION PACK

**Salary:** £32200

**Start Date:** 1st September 2022

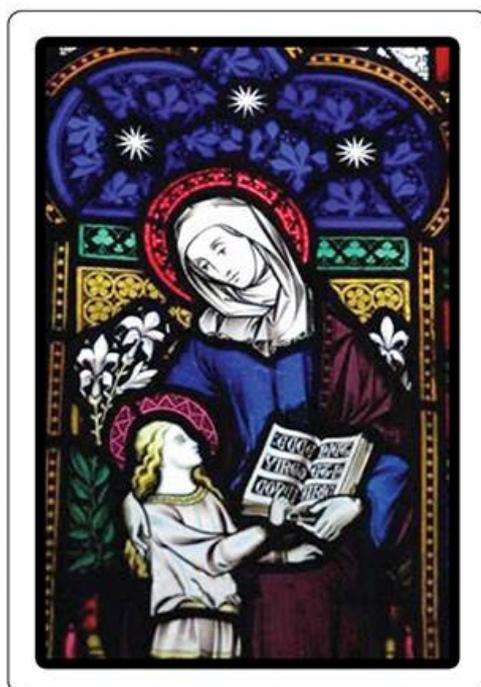
**Closing Date:** 10 am Monday 13<sup>th</sup> June 2022

**Note:** Applications will be considered as and when received

**Interview Date:** Thursday 16<sup>th</sup> June 2022

**School Website:** [www.st-annes.enfield.sch.uk](http://www.st-annes.enfield.sch.uk)

**School contact:** Mrs K Worrall via email to [worralk@st-annes.enfield.sch.uk](mailto:worralk@st-annes.enfield.sch.uk)



### ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

#### School Prayer

God our Father, source of all wisdom and love, you gave Saint Anne the privilege of being the mother of Mary, the Mother of your Son, Jesus Christ.

May her faith inspire us to use the gifts and talents you have given us, to bring your life and love to others.

Guide us, the community of St. Anne, to seek your way, truth and life in all our thoughts, words and deeds.

Amen



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## 1. NOTE FROM THE HEADTEACHER

May 2022

Dear Prospective School Chaplain,

I am delighted that you are interested in joining our Learning Family.

The role of School Chaplain is critical to our community being better equipped to support our students and staff to continue to move forward.

Over the past two years' students, staff and our families have been tested and much has been asked of us. The global pandemic felt very local and we are only now realising the emotional impact it has had on each one of us and our school as a whole.

The purpose of me writing to you and providing information around the role of Chaplain is to encourage you to visit us, to see our wonderful school and how each of us gives of our best every day. We do this in the knowledge that we are loved by God and that He is there for us through our joys and challenges.

If you wish to help shape our response to answering our call from God to enable every student to become the best version of themselves, coupled with, learning to *'live with and recovering from Covid'*. then I encourage you to pursue your application, feel free to visit our school, meet with our students and staff.

We very much look forward to receiving your application.

With every best wish



Mrs Emma Loveland, Headteacher

## 2. APPLICATION PROCESS

**1. Application Deadline:** 10am Monday 6<sup>th</sup> June 2022

**2. Application Forms submitted:**

- a. Chaplain Application Form
- b. Recruitment Monitoring Form
- c. Reference Consent Form
- d. Disclosure Form (for preferred candidate)

**3. References**

**4. Short-listing**

**5. Interview**

**6. Preferred Candidate identified** (or process recommences)

**7. Pre-employment checks including DBS**

**8. Appointment**

**9. Start Date:** September 2022 or earlier.

## 3. LINE MANAGEMEN & KEY RELATIONSHIPS PROCESS

The Chaplain will be line managed by the Assistant Headteacher with responsibility for Catholic Life and work closely with the Headteacher.

Other key relationships include the Music and Religious Education Department, Marketing & Special Projects Officer, Director of Finances & Resources, Key Stage Directors and the Pastoral Care Team.

## 4. SCHOOL CHAPLAIN JOB DESCRIPTION

### Introduction

St. Anne's is seeking a School Chaplain to be a part of our Learning Family. At the heart of our school is the belief that all people have been created in the image of God. We endeavour to enable students and staff to know that they are loved by God, that they have been deliberately created and have a special place in this world.

We want our School Chaplain to facilitate and lead our community to the knowledge that each of us are precious, are valued because of who they are, not just for what they can do or achieve. To know that God walks beside them in their everyday life and is with each of us in our joys and challenges.

### Our School

Inspirational leadership is present at every level, our school delivers exceptional results for our girls, both academic and personal, through a wide, engaging and innovative curriculum, delivered by accomplished practitioners.

The tremendous success enjoyed by St. Anne's did not materialise by accident, rather it has come about through the hard work and dedication of staff, parents/carers, Governors, the Local Authority, our diocese and parish and of course our wonderful students.

Pope Francis said;

*"The mission of schools is to develop a sense of truth, of what is beautiful".*

We believe our work at St. Anne's to be truly beautiful. Our mission; 'Equipping students with the ability to meet the challenges of the 21st Century confidently, and with high spiritual and moral standards' brings it alive.

Helping our students to discern God's call for them is at the heart of every decision we make.

Every member of our Learning Family wants to ensure this remains the case and that the school continues to thrive by being a vehicle for change and self-improvement. Being awarded the World Class Schools Quality Mark on 1<sup>st</sup> July 2021 reflects how important it is that we create an environment where all can become the best version of themselves.

We were delighted that our last Inspection of Religious Education Department and Catholic Life of the school (section 48) was *Outstanding*.

## **Living through a Pandemic**

Staff went above and beyond to ensure that our students had the best possible support during coronavirus. Throughout the lockdown period, we placed welfare and wellbeing at the centre of our thinking, for example delivering much needed technology and essential supplies to enable students educational provision continuing. This also meant we were able to support families in need.

Coronavirus did not stop us from continuing with our timetabled curriculum. We quickly developed a clear remote learning protocol and live lessons ensured that our students got the best out of their remote learning.

All students continued to have access to a broad and rich curriculum.

To nurture student's spirituality and faith we made great use of various virtual platforms. Students participated in daily pray opportunities, weekly assemblies and key liturgical events e.g. mass, carol service.

The outcome has been that parents/carers were extremely happy with our holistic offer, though 100% of parents were pleased to see their daughter return to school! Overall, one comment from the many we received, sums up our response:

***'I think St Anne's did an amazing job during lockdown. Well done.'***

## **Chaplaincy at St. Anne's**

The chaplaincy is an essential part of the daily life of the School and the Chaplain has a central role in delivering and developing our spiritual provision. The role will support us to maintain our distinctive nature as a Catholic faith community, rooted in Christ and inspired by the Gospel. The Chaplain has a caring, supportive and affirming role for our young people and staff.

### **The Role**

- To help to maintain and further develop the Catholic ethos of the school as expressed in the school's mission statement.
- To be welcoming and available to all; to offer counsel and advice and to create a chaplaincy where all feel welcome and supported.
- Actively contribute towards the pastoral life of the school through accompaniment, intervention, assemblies, retreats and RSE/PSHE sessions/days.
- To be a witness of faith and to give an example of servant leadership, thereby seeking to make a significant contribution to the spiritual, moral, social and cultural development of students and staff.

- To coordinate and help to resource the liturgical and spiritual life of the school taking account of the liturgical year, major feasts and significant times in the life of the school and its members, and to encourage and support the involvement of students and staff.
- To model best practice and be confident and creative in the manner in which they plan, prepare and lead prayer, liturgy and other celebrations.
- To provide input into the INSET, training and induction programmes for all staff and students particularly concerning spirituality and the distinctive nature of a Catholic school.
- To maintain the Chapel's and to ensure that they are used appropriately and regularly.
- To take a lead on social action by encouraging and facilitating students and staff to take the initiative in seeking opportunities for fund-raising, volunteering, charitable actions and social justice projects.
- To continue to nurture links with outside agencies and especially our associated schools, local clergy and parishes, to continue to develop the schools' engagement with Diocesan events and to promote national events.
- To arrange trips and visits including retreats, pilgrimages and other events and ensure all paperwork is completed in line with school and LA requirements.
- To manage chaplaincy resources appropriately and contribute to school processes e.g. to meet with their Line Manager regularly, to report to Governors, to prepare and recommend an annual Chaplaincy Development Plan that will be integrated into the School Development Plan.
- To engage in continuing professional development by attending relevant meetings and training sessions, in school or externally, including the Diocesan provision for Chaplains.
- To develop student's leadership skills in liturgy and catholic life of the school activities, therefore ensuring students involvement and participation.
- To ensure awareness and compliance with relevant legislation and school policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and to comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- To be involved in other responsibilities as discussed and agreed with the Headteacher.

## 5. SCHOOL CHAPLAIN PERSON SPECIFICATION

Due to the prominent and sensitive nature of this role, it is essential that our Chaplain:

- Is mature and resilient in their faith.
- Is an excellent communicator.
- Can articulate and exemplify the spiritual and moral values of St. Anne's.
- Can secure the confidence of staff and students, regardless of their religious affiliation.
- Is able to demonstrate tact and diplomacy in delicate situations.
- Exemplifies sensitivity, integrity and appropriate confidentiality.
- Combines gravitas, presence and humour.
- Can work well under pressure.
- Possesses a good sense of fun (very important!)

## 6. TERMS AND CONDITIONS

### **Contract**

This is a permanent contract.

39 weeks plus 1 week Summer School in July

### **Salary**

£32200

### **Hours**

36 hrs per week

### **Place of Work and Travel**

Your principal place of work will be St. Anne's Catholic High School for Girls (Palmers Green Site and Enfield Town Site). The school may request you to undertake travel as may be necessary to fulfil your responsibilities.

### **Pension**

Local Government Scheme

### **Learning and Development**

St. Anne's aims to support individuals in their employment by the provision of appropriate opportunities for learning and development.

## **Pre-Employment Checks**

Any offer of employment will be subject to relevant checks. An offer of employment will also be subject to a satisfactory Enhanced Disclosure & Barring Service (BDS) check.

## **Confidentiality**

This position requires a high level of discretion.