



Application Pack



LAY CHAPLAIN



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Headteacher – Richard Charnock

Thank you for your interest in the position of Lay Chaplain at Our Lady's Catholic High School.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Due to the relocation of the previous post holder, we are seeking 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 Lay 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 Lay Chaplain will be expected to support the faith life of our Catholic pupils, encouraging faith development, as well as supporting pupils of other faiths.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Stott using the details on the final page.

We look forward to receiving your application.

Yours sincerely,

R. Charnock





School information for candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission – Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Our School Virtues

Everyone at Our Lady's is growing to be...

grateful for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others...

attentive to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices...

compassionate towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words...

faith-filled in their beliefs and **hopeful** for the future...

eloquent and **truthful** in what they say of themselves, the relations between people, and the world...

learned, finding God in all things; and **wise** in the ways they use their learning for the common good...

curious about everything; and **active** in their engagement with the world, changing what they can for the better...

intentional in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

*"In all my years of school Masses, I have
never experienced such a wonderful, prayerful
celebration of Mass"*

**MICHAEL CAMPBELL OSA,
EMERITUS BISHOP OF LANCASTER**

Our Pupils

Our catchment has remained very stable for many, many years. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*"Students are focused,
mature, confident... friendly and happy"*
LANCASHIRE SCHOOL ADVISER



Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 400 people as potential teachers within our Catholic schools.

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman School and so was created the Maths Hub, Abacus North West, which serves over 600 schools. Cardinal Newman School is the outstanding Catholic VI Form school in Preston and the significant majority of our pupils' progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

"Behaviour is consistently outstanding"
LANCASHIRE SCHOOL ADVISOR



Information about Chaplaincy

Chaplaincy at Our Lady's Catholic High School

By way of being a part of our community at Our Lady's we are part of the worldwide Catholic community. We are a family, working together in love to support each other to be the best we can be.

Everything we do is based on the foundation of Christ's teachings which we find in the Gospels. As the Lord says, it is not God's will that anybody is lost (Matthew 18:14) but that we are all united with Him. We do this through our faith and our actions.

Faith

Prayer is a personal conversation with God. Our daily prayers, both in form time and during assembly, help us to build a friendship with God that will stay with us throughout our life. Prayers are prepared and led by the whole team – form teachers, SLT, Chaplaincy and by pupils. Our weekly Mass is organised by a different form group each time and celebrated by our family of Parish Priests (followed by cake in the Chaplaincy). We offer other celebrations of Mass throughout the year for special occasions in the Church's calendar and for our own intentions. At the end of the year we build up to our whole-school Mass – a wonderful occasion with everybody in our school gathered together in one place to praise and worship God.

We also encounter God through the Sacraments. Reconciliation is celebrated for everybody in the school and anybody who would like to receive the Sacraments of Initiation (Baptism, Reconciliation, Confirmation) is very welcome to come forward. Opportunities for deepening our faith come through the retreats to Castlerigg Manor where pupils take time out to learn more about their personal faith and where we need to allow God into our lives.

Action

Saint Paul writing to Timothy, a young Bishop says, "Do not let anyone put you down because you are young. But be an example to others in your words, your actions, your love, your faith and your purity." (1 Timothy 4:12). Scripture is a textbook for what we should do with our lives. We follow that example by performing daily works of charity, encouraging friendship and allowing ourselves to make a difference, both in school and in the world we live. Our charity committee meets regularly to put our faith into action by organising events and fundraisers dedicated to raising money and attention to our designated charities. There are many other groups in school who fundraise regularly and we respond in times of crisis supporting CAFOD and other support agencies. Relationships are an important part of our school life and we work constantly to bring people together in friendship, strengthening existing links and restoring bonds when they are strained or broken. Chaplaincy is all about opportunity. We want everybody to have a full and abundant life (John 10:10) and this comes through knowing and following God and living out the life He has created us for. We are always available to support our family as we journey through our school life and beyond.

The Chaplaincy

Our new base for activities and gathering together in a spirit of friendship. This room is open every day for pupils to meet together at break and lunchtimes and available for other group activities. We have regular creative prayer sessions with different members of staff coming in to help pupils create things for our prayer displays or for use in our own prayers. The Chaplaincy joins on to our Chapel which is open all day for anybody to come in and pray as well as hosting our weekly Mass and our morning prayers.



Job Description

Our Lady's Catholic High School has been designated by the Secretary of State as a school with a religious character. At all times, our school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that our school is distinctively Catholic in all its aspects.

This appointment is made by the governing body of Our Lady's Catholic High School under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of current education and employment legislation and statutory guidance.

Post title: Lay Chaplain	
Grade:	Grade 7 (37 hours, term time only + 1 week)
Contract Type	Full Time, Permanent Term Time only
Reporting to	Headteacher
Purpose	The Chaplain will contribute to the extended leadership of the school. The Chaplain will work on Catholic Life and Prayer & Liturgy across the school, working closely with the Headteacher, Senior Leadership Team and Principal Teacher of RE.
Main Purpose Under the direction of the Senior Line Manager: <ul style="list-style-type: none">• To provide effective and demonstrable Chaplaincy support to the school under the instruction/ guidance of senior staff.• To lead on Prayer & Liturgy across the school in line with the expectations of the Catholic Schools Inspectorate, and the Prayer & Liturgy Directory.• To lead and empower others, including Senior Leaders, to uphold the Catholic Life and Mission of the school.• To support the spiritual development of all members of this community.• To make Christ known to all in the community.• To be fully conversant with the framework of Inspection of Catholic schools.• Report to Governors on the activities and spiritual development of Catholic life in the school.• Along with the Headteacher, SLT and the Principal Teacher of RE, be the primary witness of faith.• Ensure that the school environment reflect the ethos of a Catholic school	
Main duties <ul style="list-style-type: none">• Co-ordinate daily prayer, in every form group and year group, ensuring it is part of the daily pattern of prayer.• Provide regular opportunities for liturgy, ensuring all seasons and major events are marked.• Attend every staff briefing, leading times of Prayer at the Headteacher's direction.• Create a development plan for Chaplaincy, including Catholic Life and Mission and Prayer & Liturgy as a result of consultation with key stakeholders including the Senior Leadership Team and to ensure its implementation and evaluation.• Support the development of CSI documentation and the CSI inspection process under direction from Senior Leaders, and in collaboration with the RE department. This will include leading on Catholic Life and Mission and Collective Worship/Prayer & Liturgy.• Develop a Chaplaincy team within the school with representatives from Senior Leadership Team, RE department, pupils, staff, parents/carers and governors.• To signpost pupils (and other members of the community) to the relevant people and agencies who can best meet any pastoral and safeguarding needs.• Lead and support the Faith in Action group, including linking to any parish groups• Work with the Principal Teacher of RE to plan and implement times of reflection for pupils and Chapel sessions which support the curriculum.	



- Liaise and work with the priests of the Deanery in order to plan, develop and celebrate additional liturgy to mark major feasts of the Church and events in the life of the school.
- Represent the school at appropriate networking events, representing the views of Senior Leaders.
- Undertake other reasonable duties as directed by the Headteacher and Senior Leaders.
- Support and develop a retreat programme for all pupils, including opportunities for day and overnight retreats, and pilgrimages.
- Liaise and network with other relevant groups and individuals in local parishes (including feeder primary schools) and diocese e.g. other Chaplains, youth events, CAFOD.
- Develop a detailed understanding of the school, its context, its community, its systems and expectations.

Resources

- Undertake general administration such as processing documentation for planning whole school Prayer & Liturgy, organising educational visits, liaising with SLT on whole school ethos, etc.
- Have the relevant ICT skills to create high quality and vibrant resources.
- Maintain stock and supplies of resources, cataloguing and distributing as required.
- Liaise with Leaders and RE staff in order to maintain displays around the school. In particular, to maintain appropriate signs and symbols of our Catholic community in prominent areas.
- Enhance the development of Prayer & Liturgy by training and supporting staff, training and supporting pupils, preparing and distributing new materials in line with the liturgical calendar and the assembly/Prayer & Liturgy calendar alongside the Senior Leaders.
- To develop the Prayer & Liturgy Policy in collaboration with the Senior Leaders and Governors.
- Contribute to the school social media, highlighting Chaplaincy activities, under the direction of the Senior Leadership Team, for circulation to all stakeholders and contribute to other reporting procedures as requested.
- Provide regular updates to the Headteacher/Governors on Catholic Life and Prayer & Liturgy.

Prayer & Liturgy

- Be responsible for the Chaplaincy and Chapel:
 - Creating a welcoming and prayerful atmosphere in these spaces.
 - Encouraging the appropriate use of the Chapel and Chaplaincy by pupils and staff.
- Empower, train and resource others to be effective and inspiring leaders of prayer and liturgy.
- Ensure that Holydays of Obligation, the school Feast Day and other important liturgical events are observed in accordance with the liturgical calendar and the prayer & liturgy calendar.
- Evaluate the prayer life of the school and support the QA processes.
- Make arrangements for the regular celebration of Mass, times of Eucharistic Adoration and the Sacrament of Reconciliation within the school with the priest(s) of the local parish or deanery;
- Form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and school

The Community

- Establish good working relationships with staff and pupils, acting as a role model and witness to the Catholic faith.
- Ensure inclusion and acceptance of all pupils, with special consideration for the most vulnerable in the community.
- Positively engage with parishes, the local community and, where appropriate, the families of pupils in the school. Invite the community to be part of the faith life of the school



Support

- Have knowledge of, and comply with, the school policies and procedures.
- To help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Work alongside the SLT lead for Catholic Life.
- Contribute and support the aims of the school development plan, the Catholic Self-Evaluation Document (CSED) and evaluation process.
- Contribute and support any external monitoring, evaluation or review processes as required
- Attend and participate in meetings as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the school appraisal process, undertaking personal development through training and other learning activities.
- Accompany teaching staff and pupils on visits, trips and out of school activities where appropriate.
- Assist with the supervision of students out of directed lesson time to support all aspects of the school's Catholic identity, including before and after school, if appropriate and within working hours



Person Specification

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau or has been disqualified from working with children as part of a sentence.

	Essential	Desirable
Qualifications		
Educated to degree or equivalent level		✓
Theological or Chaplaincy/Youth Work Qualification		✓
Catholic Certificate in Religious Studies		✓
Faith Commitment		
Must be a committed and practising Catholic who can inspire and live the teachings of the Faith.	✓	
Evidence of participation in faith life in parish community.		✓
Personal Qualities		
The ability to make prayer and liturgy meaningful and relevant.	✓	
An ability to relate well to pupils and adults.	✓	
The ability to show initiative, accept responsibility for self and workload	✓	
The ability to work independently and as part of a team	✓	
The attributes of flexibility, patience, sensitivity, and a sense of humour.	✓	
To be a role model for staff and pupils as well as others connected to the school.	✓	
Willingness to participate in continuing professional development	✓	
Knowledge and Skills		
Strong commitment to the mission of a Catholic school.	✓	
Commitment to their own spiritual formation and that of pupils and staff.	✓	
Good communication and listening skills	✓	
Able to use ICT effectively	✓	
High quality presentation skills, using ICT and other forms of media	✓	
Working knowledge of relevant policies/codes of practice and awareness of recent legislation		✓
Ability to lead on different ways of praying for different groups or pupils, staff, and parents.	✓	
An ability to empower others to lead and prayer	✓	
Experience of retreats and pilgrimages with young people.		✓
Ability to build and maintain good relationships.	✓	
The ability to develop strategies for developing faith across the school community	✓	
The ability to establish successful relationships at all levels and can work as a member of a team	✓	
Demonstrate knowledge of Safeguarding, Health and Safety and GDPR		✓



How to apply

Candidates will be expected to:

- show commitment to upholding the Catholic ethos of our school as expressed in our Mission Statement;
- be a practising Catholic with an understanding of the Catholic religion and a commitment to its teachings;
- be well qualified, preferably at graduate level, ambitious and prepared to learn;
- be committed to working with pupils and staff of all abilities, backgrounds and faiths;
- have experience of working with children in a faith setting;
- have strong IT skills.

Job Description:

The successful applicant will be subject to the general professional responsibilities outlined in the current Teachers' Pay and Conditions and Our Lady's Employee Attendance Policy. ***The job description for this post is above.***

Application Details

Please use the CES application form from the school website.

For your supporting statement, we ask that you **complete this as a separate document rather than completing the section in the CES form.**

Your supporting statement should be **no more** than two sides in length using font size 11 Calibri / Arial.

Please include:

- your own philosophy, informed by experience, of how we support, develop and nurture the faith of pupils and staff;
- specific evidence of experience in working with children in a faith setting;
- details of any recent innovation for which you may have been responsible;
- the skills, principles and values that you would bring to the role.

Completed Application Forms should be returned to:

The Headteacher, Our Lady's Catholic High School, St Anthony's Drive Fulwood, Preston, Lancashire, PR2 3SQ.

Please note that only application forms obtained directly from school will be accepted.

T: 01772 326913 Email: ptt@olchs.lancs.sch.uk

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Visit to the school:

If you would like to visit our school before applying, please contact Pam Stott on 01772 326913 or pbi@olchs.lancs.sch.uk.

Closing date: Monday 29th June 2026 at 12 noon