



St Thomas More High School

CHAPLAINCY APPRENTICE Application Pack



Message from the Headteacher

Welcome to our school. We are delighted that you have taken this step, to look at this new and exciting opportunity to join the team of staff at St Thomas More High School. Our new Chaplaincy Apprentice will work with our staff to develop the school's community to provide a disciplined, caring and stable environment in which students can achieve their best and develop as confident young people, well prepared and fully equipped to make a positive contribution to the wider world. As a Catholic school each student is respected as a unique person with God given gifts, qualities and particular needs. Our school creates an atmosphere of purposeful learning where good teaching leads to a confidence and love of learning and where students develop respect, tolerance and concern for others as they journey towards exceeding their academic potential and to becoming responsible citizens.

While the majority of students joining us in Year 7 are from Catholic primary schools, the Governors are pleased to accept applications from committed families of other Christian traditions and other faith positions, who support and desire a Catholic education for their child. We are looking for a Chaplaincy Apprentice to join our team to walk with our young people on their spiritual journey through life.

St Thomas More High School opened in 1960. It was established by the Roman Catholic people of South East Essex to provide a Christian education for their sons within the discipline and tradition of the Catholic Church. Today we are a Catholic boys' school in Years 7 to 11 and have both boys and girls in our flourishing and successful Sixth Form. On the 17th August 2011, the School converted to Academy status to ensure its continued commitment to providing the very best education for all its students. On 1st May 2018 we converted to multi academy Trust status. The Assisi Catholic Trust is a group of nine Catholic schools in the South East Essex Deanery who are committed to holding Christ and the teaching of the Catholic Church at the centre of our lives.

The successful candidate will be:

- Christ centred; mission minded and community oriented.
- able to put their Catholic faith into action to inspire our young people
- able to challenge all students to think about how they are 'God's Servant First'
- a strong team player who forms excellent relationships with staff, parents and students
- willing to contribute to the strong Catholic ethos of our school
- an excellent listener and communicator with a variety of audiences

We can offer you:

- a warm and welcoming school with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to put their faith into action
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development with St Marys University, Brentwood Diocese and beyond

The post is required for immediate start and the closing date for applications is Friday 28th October at 4pm. Interview's w/c 31st October 2021.

Please apply by completing an application form which can be obtained from the school website www.st-thomasmore.southend.sch.uk. Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website. St Thomas More High School is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. All adults who have unsupervised contact with students, including the successful applicant, are subject to an enhanced DBS check.

RECRUITMENT

We hope that you find this recruitment pack informative and helpful. Should you require further information or would like to arrange an informal visit to see our School, please do not hesitate to contact Miss Niki Parr, Headteacher's PA on 01702 344933

We very much look forward to meeting you and receiving your application

Gemma Ackred
Headteacher
St Thomas More High School
Kenilworth Gardens
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Essex
SS0 0BW

Telephone: 01702 344933

Email: office@st-thomasmore.southend.sch.uk for general enquires

For submission of application form or to arrange an informal visit nparr@st-thomasmore.southend.sch.uk



Flavour of the local area



With its seven miles of coastline, you'll be surprised just how much there is to see and do in Southend-on-Sea.

Enjoy traditional seaside fun in the shape of award-winning beaches and family attractions from the world famous Pier and its mile long railway (see picture left), Adventure Island fun park with its range of rides and rollercoasters, Sealife

Adventure plus of course all the amusement arcades and the popular fountains on City Beach.

You'll also discover a thriving cultural scene with museums, historic houses and a range of art spaces.

Size up the old masters and exhibitions at the Beecroft Art Gallery (see picture right) or contemporary art at Focal Point Gallery.



Step into the half-timbered Tudor Southchurch Hall and 12th century Prittlewell Priory (see picture left) for an insight into the past.

Events and festivals run throughout the year with music, dance, ships and puppets all featuring across the many venues. There's also an increasing range of fine dining and restaurants as well as two theatres, casinos and a vibrant nightlife on offer. The town has been recognised as a safe and enjoyable place for a night out and has been awarded Purple Flag status.



CHAPLAINCY APPRENTICE – Job Description

Job Description

St Thomas More High School is an inclusive Catholic school with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Responsible to Chaplaincy Development Mentor

Hours Full Time 2 Year Fixed Term

Salary Scale **£17,842 - £19,312 actual salary (NJC Salary Scale Point 1- 5)**

Job Purpose To provide spiritual and pastoral support to the students at the school, bearing witness to the mission statement and maintaining and enhancing the distinctive Catholic nature of the school.

Post Description: This role is designed to give you grounding and formation in Lay Chaplaincy.

Alongside existing chaplaincy provision, you will be responsible for serving the community of St Thomas More High School of which you will be a key part. You will undertake training with St Mary's University for 20% of your working time alongside support, formation and on-the-job training from the School and Brentwood Diocese. You will work closely with staff and students and be responsible for supporting existing chaplaincy provision in those areas. You will have a link mentor and will not be expected to work independently or in isolation. You may take on individual responsibilities as your training develops but this will be mutually agreed by your line manager and yourself.

You will be based at St Thomas More High School and whilst your work may take you to different locations you will have an allocated space to do your work.

You will undertake a course of academic instruction alongside your work - with an external end point assessment. Successful completion of this qualification will result in a Level 4 Certificate of Higher Education as a Children Young People and Families Practitioner, the equivalent of a first year of a Bachelor of Arts degree. You will also gain your Catholic Certificate in Religious studies. Time will be allocated to attend lectures and to complete work towards the qualification.

This is a public facing role and the post holder must speak fluent English.

This is a reserved post which means that applicants must be practising Catholics.

Duties and responsibilities:

- To be involved in the planning, delivery and evaluation of chaplaincy provision
- To work in collaboration with other staff and departments in the delivery of the School mission

- To carry out tasks allocated by your mentor
- To adhere to the requirements of the safeguarding policies and procedures of St Thomas More High School and the Roman Catholic Church
- To maintain a safe environment in accordance with health and safety and to follow all School and Trust policies and procedures
- To take part in regular line management and supervision meetings
- To nurture and develop the Catholic Life of the school community.
- To undertake training development opportunities related to the post as agreed with your mentor
- To engage with local and national Catholic events and networks.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

At all times the post holder is required to work within the mission statement and policies of the School and to have regard for the teachings of the Catholic Church.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Personal Specification

A Training and Qualifications	Essential	Desirable
A minimum of GCSE (Level 2) grade C/4 in Maths and English	Y	
A Level 3 qualification, or practice equivalent in Care, Children or Family Support	Y	
Commitment to ongoing professional development	Y	
B Experience		
Relevant experience of work with young people		Y
Have experience of Youth Ministry in the Catholic Church		Y
Have experience of leading liturgy and prayer	Y	
Working knowledge of general school practices and procedures		Y
Experience of working with young people in schools		Y
C Professional Knowledge & Skills		
Evidence of continuing professional development	Y	
Have specific skills in music and liturgy		Y
Hold a current valid driving licence		Y
Possess creativity and imagination when leading work	Y	
Have good interpersonal skills and are able to communicate well, both orally and in writing	Y	
Are able to develop positive relationships with young people, volunteers, teachers, catechists and clergy	Y	
Good understanding of the way in which children develop in relation to the role	Y	
Understand the importance of physical, mental and emotional wellbeing	Y	
Ability to support children who may be unwell		Y
Ability to drive a minibus (subject to appropriate assessment)		Y
D Personal Attributes		
Be a committed and practising Catholic	Y	
Ability to relate to and inspire young people	Y	
The ability to adapt to changing circumstances and new ideas	Y	
Are self-motivated and have a good sense of responsibility	Y	
Are enthusiastic and possess the ability to enthuse others	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

Competent IT user	Y	
Good organisational skills	Y	
Ability to work accurately with attention to detail	Y	
Ability to lead and motivate others in a positive and successful way, where appropriate		Y
Professional telephone manner	Y	
Ability to make decisions	Y	
Ability to manage own time effectively and work to deadlines	Y	
Ability to follow instructions effectively	Y	
E Safeguarding		
An Enhanced DBS clearance	Y	
Understanding of a compliance with all relevant legislation	Y	



The School's Mission Statement



To inspire, To learn, To achieve,
 To keep our Catholic ethos at the centre of our lives,
 To fulfil our educational potential, welcoming all and
 reaching out to the wider world,
 To truly be
 'God's servant first'.