



# St Augustine's Catholic College

*Together we're stronger*

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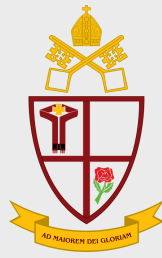
Candidate Information Pack

Chaplaincy Coordinator

Closing date - 15th July 2024  
Interviews Thursday 18th July

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## Welcome from the Head Teacher

Thank you for your interest in the exciting opportunity at St Augustine's Catholic College. As a Catholic Lasallian College, we are part of an international network of educational institutions inspired by St John Baptist De La Salle, the patron saint of Teachers. His mission focused on providing high-quality education to the poor and disadvantaged, emphasizing the dignity of each child as a 'son or daughter of a great King'. We strive to embody this message daily, ensuring our students feel included and valued.

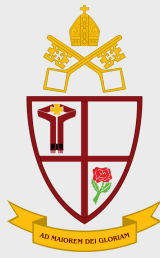
We are seeking an aspiring leader to shape the vision of Chaplaincy for our College and bring it to life for our community. As part of our dynamic leadership team, you will contribute to sustainable improvements in an ever-changing world. Our recent OFSTED inspection highlighted our commitment. "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does". For us this is about fostering well-rounded young people ready to take their place in society. Beyond academic excellence, we aim to nurture caring, compassionate human beings eager to make a difference.

We seek a leader with integrity and personal faith to inspire others. Whilst we are seeking to appoint a practicing Catholic who can bring our faith traditions and quest for justice to life, we welcome applications from all candidates who understand and respect the Catholic faith and Lasallian values which are at the heart of our identity. Additionally, there is an exciting opportunity to develop Chaplaincy links with our partner primary school, St John's which will be a key part of this role. We look forward to welcoming you to our College and appreciate your interest.

Aidan Dowle  
Headteacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact our Business Manager Mrs Rachael Byrne, on 01225 350001 or by email at [hr@st-augustines.wilts.sch.uk](mailto:hr@st-augustines.wilts.sch.uk).





# Our Values and Purpose

## Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

## Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.



# Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

## Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

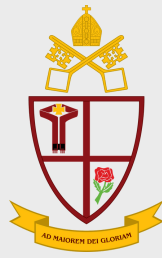
## Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance





## About the role

The Chaplaincy Coordinator, through his/her work and witness, will contribute in a significant way to the leadership of the spiritual and pastoral care of all members of the St Augustine's College community.

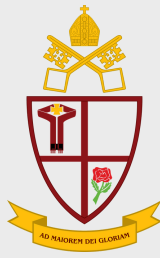
He/she will have a central role in implementing the College's Catholic Lasallian vision of education and to work with the Headteacher in leading and developing the Lasallian Catholic life of the College.

He/she will nurture the faith formation and liturgical life of the College community and be a role model for others through their ministry.

The Chaplaincy Coordinator will work to enhance the Religious Education curriculum where appropriate and actively support the teams of Tutors to enable young people to plan and engage with prayer and reflection in class and through assemblies. A key aspect will therefore be in supporting young people to put their faith into action throughout the year.

This role is intended as an opportunity to establish a creative and sustainable working partnership with St John's Primary school so that Chaplaincy in both schools can benefit through collaborative working. (This is initially likely to be between a half and a full day per week)





## Job Description

*St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

**Job Title:** Chaplaincy Coordinator

**Reports to:** Headteacher

**Pay Grade:** H 15-17

**Hours:** 37 hours per week, Monday - Friday (term time only plus 2 weeks)

### **Job Purpose:**

To have a supportive role in leading and developing the Lasallian Catholic life of the College.

- The College's policy statements provide a framework for all members of staff to ensure the College's aims and objectives are achieved. Members of staff are expected to familiarise themselves with the policy documents which are available on the College website and work within their parameters.

### **Key Duties and Responsibilities**

#### **The Chaplaincy Coordinator as witness**

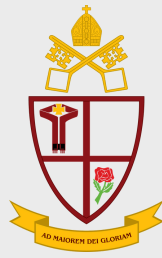
- Help people to recognise God's love for them and their need of God
- Inspire through example
- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship
- Be someone of integrity who can be trusted.

#### **The Chaplaincy Coordinator as a mentor**

- 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 all staff and the Head Teacher in their role as faith leaders and witnesses in our College
- To play a central role in support of the pastoral system

#### **The Chaplaincy Coordinator as leader**

- Support and further develop the spiritual, religious and liturgical life of the College as a Lasallian leader.
- 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 and reflection for all staff and students.
- To promote and support the leadership of opportunities for Staff and Students to put their faith into ACTION especially in line with the Catholic Social Teaching as explored in the College 'Words, Wisdom and Worship' programme (WWW)
- 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 pupils 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
- To be a central link with the national and international Lasallian Network for the College



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## cont'd

- Ensure the College environment and displays reflect the College's Catholic Lasallian identity.
- Promote and care for the Prayer Room/Chapel as a sacred space and to foster a spirit of hospitality and inclusion at all times for people of all faiths and none
- Continue to develop and co-ordinate the College retreat programmes for pupils including residential experiences at St Cassian's Centre in particular.
- To work across our Emmaus partnership of primary schools and with secondary schools to ensure that Chaplaincy links are fostered and maintained
- 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 Chaplaincy Coordinator as educator

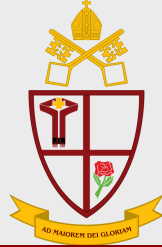
- To enable all members of the College to be aware of and to understand the liturgical cycle throughout the year
- To support the induction of all new members of staff into the expectations and opportunities of working in faith schools.
- To promote and celebrate Catholic Social Teachings through support of the new College 'Words, Wisdom and Worship' (WWW) programme
- To educate all members and to support the induction of new members into our Lasallian identity as a College
- To support and enhance the RE curriculum, where appropriate

## The Chaplaincy Coordinator as professional

- Have input into the College development plan, its operation and review
- Advise, challenge and support the Senior Leadership Team, to ensure that the Catholic Mission of the College is always a central focus of what we do
- Challenge and support on standards, morals and the values of the Christian life
- To meet regularly with the line manager (Headteacher)
- To engage in a regular process of appraisal
- To report to and work with Governors/Trustees to promote the Catholic ethos and distinctive nature of the College.
- Attend, where, possible staff meetings and any other meetings as appropriate
- To be a key link with the Diocesan education and chaplaincy teams
- To engage with Continual Professional Development (CPD) relevant to the role of chaplain.
- To avail of opportunities for enhancing his/her 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

## General

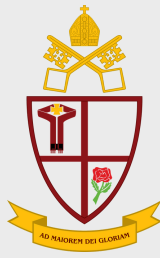
The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



## Person Specification

	Essential Requirements	Desirable Requirements	How identified
<b>Qualifications /Training</b>	<ul style="list-style-type: none"> <li>GCSE A*-C (or equivalent) including English Language and Maths.</li> <li>Commitment to ongoing professional development</li> <li>Experience of working in youth ministry within a church, school or retreat setting</li> <li>Ability to plan meaningful and inspiring spiritual assemblies</li> </ul>	<p>Relevant Professional and/or management qualification.</p> <p>Experience of planning and leading sessions/assemblies with young people</p>	<p>Application form</p> <p>Interview</p>
<b>Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>To live and breathe safeguarding in all that you do and an ability to promote the welfare of students</li> <li>Experience of working with young people.</li> <li>Have experience of leading liturgy and prayer</li> <li>An understanding of the liturgical life of the Church and its core teachings on life, faith and mission</li> <li>Experience of organizing and leading retreat experiences with young people</li> <li>An understanding of Lasallian spirituality</li> </ul>	<p>Safeguarding training</p> <p>Experience of Youth Ministry in the Catholic Church</p> <p>Working knowledge of general College practices and procedures</p> <p>Retreat leadership</p>	<p>Application form/ interview/ presentation</p>
<b>Personal and Professional Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>Ability to relate well to students, be an effective role model, and motivate students to achieve success.</li> <li>An ability to respect professional and personal boundaries at all times</li> <li>Ability to work on own initiative with minimum supervision but remain part of the wider team</li> <li>Excellent interpersonal skills.</li> <li>Possess creativity and imagination when leading work</li> <li>Are able to develop positive relationships with young people, volunteers, teachers, catechists and clergy</li> <li>Excellent time management.</li> <li>A positive attitude and mindset.</li> <li>Commitment to the pastoral care of all students.</li> <li>Willingness to participate in further training and development opportunities offered by the College and county, to further knowledge</li> <li>Have a well organised and systematic approach to work.</li> <li>Commitment to maintain confidentiality on all College matters</li> <li>Committed in supporting the Catholic ethos of the College.</li> <li>An ability to listen without judgement and engage with a wide range of young people and adults</li> </ul>	<p>Have specific skills in music and liturgy</p> <p>Understand the importance of physical, mental and emotional wellbeing</p>	<p>Application form/ interview/ task/ presentation</p>





## A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

### **Professional Development**

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

### **Cyclescheme**

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

### **Staff Wellbeing**

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

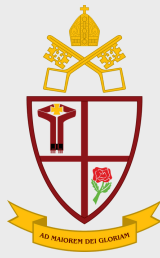
We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

### **Pension Scheme Contributions**

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away



### **Pension Scheme Contributions (cont'd)**

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 28.68%) to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

### **Support**

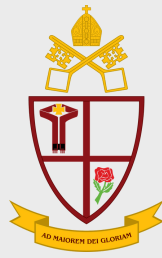
The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

### **Community Focused**

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



## How to apply

If you feel that you would like to join this thriving department, and that you can offer what we seek, please complete the application form via MyNewTerm. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to [HR@st-augustines.wilts.sch.uk](mailto:HR@st-augustines.wilts.sch.uk) before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email [HR@st-augustines.wilts.sch.uk](mailto:HR@st-augustines.wilts.sch.uk).

Please visit our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) for more information about our College.



# St Augustine's Catholic College

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