

ST BERNARD'S HIGH SCHOOL

A Catholic Academy



School Lay Chaplain

Part-time - 20 hours per week - worked flexibly around the school calendar,
term time only, starting as soon as possible

Salary Scale 13 to 17 (£30,023 - £32,045)

Pro-rata actual salary £13,912 - £14,849

We are looking to appoint a School Chaplain to lead and support the Catholic life and collective worship of our school community. You will need to be proactive and be able to work independently, with excellent time management and organisational skills. Experience in education or youth ministry would be an advantage.

The Chaplain must be a practising Roman Catholic and should have relevant experience or qualification (e.g. Catholic Certificate in Religious Studies).

Key responsibilities:

- Demonstrate strong interpersonal skills when engaging with a diverse range of people, showing compassion, approachability, and discretion at all times.
- Offer a listening ear, emotional support, and spiritual guidance to students, staff, and families during challenging and significant moments.
- Lead and support the spiritual and liturgical life of the school by coordinating whole-school Masses, form Masses, liturgies, and prayer services.
- Maintain and care for the school chapel, ensuring it remains a welcoming and reflective space for prayer and worship.
- Plan, co-ordinate, and lead retreats that support students' spiritual growth, personal development, and reflection.
- Foster strong links between the school and the wider community, including local parish priests, the diocese, and families.

St Bernard's High School is a vibrant Catholic girl's school from Years 7-11 with a co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day to day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard's welcome applications from those of all faiths or none.

Please complete the School Chaplain application form found under About Us/Vacancies on our website www.stbernardswestcliff.org.uk and email it to recruitment@stbernards.southend.sch.uk – please note we do not accept CVs

Closing Date: 2 November 2026 @ 9.00am

Interviews: TBC

*We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.
The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*



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JOB DESCRIPTION



LAY CHAPLAIN

INTRODUCTION

The school has been designated by the Secretary of State as a school 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 school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Brentwood. At all times the school 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 school is distinctively Catholic in all its aspects.

This appointment is with the governors of the school/board of academy directors under the terms of the Catholic Education Service contract signed with the governors/directors 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.

NOTE

This job description should be read alongside the National Standards document for School Chaplains. In this document, "Chaplain" refers to both ordained and lay Chaplains. The Chaplain, through his/her work and witness, will contribute to the spiritual and pastoral care of all members of the school community. He/she will have a central role in implementing the school vision statement and work with the Head Teacher in leading and developing the Catholic life of the school. He/she will nurture the faith formation and liturgical life of the school community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.



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JOB DESCRIPTION (Continued)

Title of post:	Lay Chaplain
Core purpose:	To nurture the spiritual life of the community.
Responsible to:	Headteacher, Head of RE, Facilities Manager and Senior Leadership Team
Line manager:	Head of RE
Liaison with:	Enhanced
Working time:	20 hours per week worked flexibly around the school calendar, term time only
Salary scale:	Scale 13 – 17
Disclosure level:	Enhanced
Main duties	
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 pupils 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 school. • 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 his/her role as faith leader in school. • 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 school. • 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 school; 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 school. • Ensure the school environment and displays reflect the school's Catholic Christian identity. • Promote and care for the Prayer Room/Chapel as a sacred space. • Develop a school retreat programme for pupils. • Support students to participate in the sacramental life of the Church, where appropriate. • To celebrate and share the faith life of the school with the wider community. • To include the local parishes in school celebrations, where appropriate. • Help with sensitive issues, advising on the Church's teaching.



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JOB DESCRIPTION (Continued)

The Chaplain as educator	To support and enhance the RE curriculum, where appropriate.
The Chaplain as professional	- Have input into the school 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/Directors to promote the Catholic ethos and distinctive nature of the school. - 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 his/her own spiritual well-being. - To lead school based CPD for staff in relation to the Catholic life of the school. - 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	- Encourage and support the provision of a Catholic holistic education for all students. - Promote the ethos of St Bernard's High School. - Undertake such duties as their Line Manager may determine as reasonably falling within the role of Office Manager. - Undertake whole school duties as may be reasonably determined by the Headteacher.
Additional Duties	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other specific duties	- To support the school in meeting its legal requirements for worship. - To promote the school's corporate policies. - To continue personal development as agreed. - To actively engage in the staff review and development process. - To undertake any other duty as specified by the School Support Staff Negotiating Body (SSSNB) not mentioned in the above.



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JOB DESCRIPTION (Continued)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

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Post Holder

.....
Line Manager



CES NATIONAL STANDARDS FOR CHAPLAINS

WORKING IN SCHOOLS AND ACADEMIES

National Standards for Chaplains working in schools and academies are divided into five key areas:

1. The Chaplain as witness
2. The Chaplain as pastor
3. The Chaplain as leader
4. The Chaplain as educator
5. The Chaplain as professional

The Chaplain as witness

The Chaplain should:

- a. be a practising Catholic in full communion with the Church;
- b. set a good example to all members of the school community in terms of living a Christian life by:
 - i. being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve;
 - ii. speaking of their own faith and relationship with Christ;
 - iii. living a life which exemplifies Gospel values;
 - iv. treating all members of the community with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the chaplain's professional position;
 - v. showing tolerance of and respect for the rights of others;
 - vi. demonstrating a commitment to Catholic Moral and Social Teaching.

The Chaplain as pastor

The Chaplain should:

- a. be attentive to the needs of all members of the school community
- b. support other staff in school who share the responsibility of the pastoral care of pupils, including the Head Teacher;
- c. accompany the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows;
- d. be able to relate to a wide range of individuals and establish levels of trust where problems can be shared;
- e. focus on the marginalized and the vulnerable within the school community as their special care.

The Chaplain as leader

The Chaplain should:

- a. have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty;
- b. know how to prepare a space for prayer;
- c. have the skills of a well-trained sacristan and know how to both prepare a space for the celebration of Mass;
- d. care for any sacred space in school, especially where the Blessed Sacrament is reserved;
- e. be skilled in engaging children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the sacrament of reconciliation, where appropriate;
- f. support class and whole school based worship through the provision and creation of appropriate worship resources;
- g. help pupils and staff to develop confidence in leading prayer and worship independently;
- h. provide opportunities for staff and pupils to deepen their spiritual life, for example, through the organizing of retreats and days of reflection.

The Chaplain as educator

The Chaplain should:

- a. have a good knowledge and understanding of the Catholic faith to:
 - i. support school catechetical programmes (where they exist);
 - ii. support the formal and informal learning that takes place across school life;
- b. ensure that structured time with pupils is well-planned, delivered and evaluated;
- c. support the professional development of staff in terms of the Catholic life of the school.

The Chaplain as professional

The Chaplain should:

- a. if a priest, celebrate Mass and the sacrament of reconciliation regularly in school;
- b. if not a priest, make arrangements for the regular celebration of Mass and the sacrament of reconciliation within school with the priest(s) of the local parish or deanery;
- c. form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and school.
- d. maintain good working relationships with other members of staff, governors/directors and school leaders;
- e. observe professional standards in terms of appearance, punctuality and full participation in the working life of the school;
- f. have regular performance appraisal;
- g. have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- h. Contribute to self-evaluation processes in readiness for inspection.