



# School Chaplain

This is a reserved post and applicants must be practicing Catholic and in good standing with the Church

**Salary:** Scale 5 £29,497 - £30,815  
(actual salary after pro rata)  
35 hours per week – term time only

**Required for:** As soon as possible  
**Closing Date:** Wednesday 26<sup>th</sup> February 2025 at 12noon  
**Interview Date:** Wednesday 5<sup>th</sup> March 2025

*Main salary dependent upon experience*

*Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date.*



CARDINAL POLE  
CATHOLIC SCHOOL

# Why Work at Cardinal Pole?

Firstly, thank you for taking the time to consider applying for the post School Chaplain.

We are looking for an exceptional School Chaplain to join an outstanding RE department which promotes excellent teaching and learning in order to secure outstanding outcomes, and who works well with staff and students to enhance the liturgical life of the school. The department has highly experienced and stable staff that are in a position to support professionals at all stages of their career. The department provides an enriching education, supported by an engaging and diverse curriculum, as well as its participation in a wide range of extra-curricular activities. *Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date.*

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

***Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.***

We seek to ensure that everyone is treated with dignity and respect. We also make sure all our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum. These aims, coupled with high expectations for everyone, has resulted in remarkable success for our students.

**Professional Development:** We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

## Benefits:

Two-week October half term break.

You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.

Free staff access to a modern and high-quality gym which was fully refurbished in September 2023.

An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.

Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).

Opportunities for progression.

Sophisticated modern school building set in the heart of vibrant Hackney.

A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction

Free Breakfast Club every day for staff and students.

Free Bike servicing for staff.

Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply).

Travel contribution if you live in Zone 6 and further may be granted, (T&Cs apply).

Teacher's Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.

Employee Assistance Programme.



‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

**Job Title:** School Chaplain

**Reporting to:** Executive Headteacher

**Grade:** Scale 5, Point 12 – 15 (pro rata)  
35 hours per week, term time only

**Purpose of the post:** To support the Executive Headteacher and the Senior Leadership Team and staff in the development of the spiritual and prayer life of the school community  
To ensure that regular opportunities and resources are in place to develop the spiritual and prayer life of the school.

## Main Duties & Responsibilities

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- To promote the Catholic ethos of the school, to promote the Common Good and charitable life of the school
- To promote the school vision
- To promote Cardinal Pole Catholic School as a Centre of Excellence for Chaplaincy work including establishing effective links with local Parish Priests, Diocese, external bodies and Schools
- To support relevant aspects of the School Improvement Plan
- To support school policies with a commitment to high standards, high expectations and high achievement
- To be aware of current educational developments and the conclusions of educational research that may be relevant to practices and policies within the school
- To take advantage of relevant opportunities for professional development to ensure professional growth
- To play a full part in the Performance Management cycle
- To contribute to professional development and to the development of students in their faith journey
- To play a full part in departmental and whole school monitoring and evaluation
- To take an active part in corporate responsibilities i.e. duties, ensuring pupils' adherence to school rules and to be proactive around the building
- Lead and promote your area of responsibility
- May be required to attend meetings such as SLT to present
- To be committed to achieving excellent attendance
- To produce high quality reports and profiles as required
- To help with the smooth running of the department by undertaking tasks as requested and directed by the Head of Department
- To promote good presentation of work by regularly enforcing the school guidelines
- To ensure an appropriate level of pupil behaviour at all times through behaviour for learning strategies so that a learning environment is clearly established in the classroom and to follow the schools behaviour policy as needed
- To have high expectations of the pupils at all times in relation to all aspects of school life
- To have a commitment to working actively and collaboratively with colleagues to promote the effectiveness of both departmental and pastoral structures
- To attend relevant meetings of the RE Department covering issues of liturgy and prayer and to work with them on the development of the Catholic life in school
- To attend all meetings of the liturgical group to ensure the smooth running of events at the school and to actively contribute to the enhancement of the liturgical life of the school
- To assist in setting up a liturgical team with students and to meet regularly to discuss and action the enhancement of the liturgical life of the school
- To liaise with the Music Department to ensure that the development of music supports the liturgical life of the school
- To take Years 7-9 for on rotation to the Chapel to support them in their prayer life and spiritual development and to support the post 16 General RE Programme
- To liaise with the school mentors, school counsellors and pastoral staff within the realms of confidentiality, to ensure effective communication occurs.
- To be available to staff, students and parents for “spiritual counselling”
- To contribute to preparation for external validation, including CSI and OFSTED

- Be a role model to the pupils by living out the standards that we would wish to impart and expect
- To foster the social, moral and spiritual development of the pupils through example and guidance
- Be sensitive to the needs, morale and particular circumstances of the pupils providing a sense of direction, reassurance and support for the pupils
- Promote a climate of encouragement and praise and actively support the school's rewards system
- Help build the self-esteem of the pupils by providing opportunities for all to make a positive contribution
- Provide a safe and secure learning environment by applying fair and consistent standards of discipline
- Encourage pupils to have respect for their immediate environment
- Provide a stimulating and differentiated learning environment to meet the needs of all pupils
- Be fully aware and supportive of all established routines, policies and practices
- To carry out his/her responsibilities at all times with due regard to The Learning Trust's policy, organisation and arrangements for Health & Safety at Work
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

### **Special Conditions of Service**

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Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to undertake a fully enhanced DBS Check.

Cardinal Pole School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Equal Opportunities**

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The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

**School Chaplain Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Essential Knowledge and Qualifications</b>		
Full working knowledge of the Roman Catholic faith	✓	
understanding of relevant policies and codes of practice and awareness of relevant legislation, particularly around inclusion	✓	
General understanding of national curriculum		✓
Basic understanding of child development and learning		✓
<b>Personal</b>		
A desire and determination to make a significant contribution to the school as a whole	✓	
Must be able to manage own work load effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills, knowledge and ability to inspire others as a positive role model	✓	
Drive, energy, resilience and a sense of humour	✓	
High expectations of self and of others	✓	
Passionate about their subject	✓	
Excellent punctuality and attendance	✓	
Ability to work under pressure and to deadlines	✓	
Demonstrate good judgement	✓	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓	
Ability to produce required outcomes with minimal supervision		✓
Involvement in networking and sharing of best practice.		✓
Personal values that are consistent with the ethos of a Catholic School	✓	
The ambition to develop each child to his or her maximum potential	✓	
The desire to afford each child the dignity they require to build self esteem and so to flourish	✓	
Excellent communication skills	✓	
Interpersonal skills which demonstrate an ability to motivate students and to convey enthusiasm for teaching & learning	✓	
Have a positive and 'can do' approach when solving problems		✓
Must be able to remain calm in stressful situations and instill this calm when necessary	✓	
<b>Knowledge Skills &amp; Aptitude</b>		
A sound understanding of the Ofsted framework		✓
Good numeracy and literacy skills	✓	
Good ICT skills consistent with subject	✓	