

# Our Lady's Catholic High School



## Application Pack

# LAY CHAPLAIN





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# Our Lady's Catholic High School



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 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 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





# Our Lady's Catholic High School

## 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

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

### 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 the use of digitalHistory to aid learning.’ 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 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength through ITT (Initial Teacher Training).

### **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.

### **Inspection Data Summary Report**

2019 and 2022 subject data in our Inspection Data Summary Report typically puts us in the highest 20% of schools nationally for a high number of the attainment and progress indicators, whilst absence and persistent absence are typically in the lowest 20% of schools nationally.

Our examination results for 2020 and 2021 have been pinned to those of 2019. This feels fair as the cohorts are very similar. Our 2022 results are shared in the subject information and show continued strong achievement.

“One of the top 10% of non-selective schools in England and one of the best schools in the country for securing superb GCSE outcomes, addition value to their students’ achievements and

outperforming expectations for their pupils”

**CHIEF EXECUTIVE SSAT**

### **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**



# Our Lady's Catholic High School

## 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 and Person Specification

<b>Post title: Lay Chaplain - Catholic</b>	
<b>Grade:</b>	Grade 7 (37 hours, term time only + 1 week)
<b>Scope of Work – appropriate for this post:</b> To work with school staff to ensure the Catholic ethos of the school is maintained and spiritual values safeguarded. To ensure Liturgical celebrations are promoted, the pastoral needs of the school are met and links are made between the school, parish, home and other local faith and community groups. The chaplain may be required to advise/resource classes as part of PSHE or religious education.	
<b>Accountabilities/Responsibilities – appropriate for this post:</b> <ol style="list-style-type: none"><li>1. Ensure that important celebrations are appropriately marked with a liturgy or Mass</li><li>2. Plan, prepare, execute or facilitate liturgies, including school assemblies and celebratory services, and liaise with relevant staff. Help to resource staff in their statutory responsibility to provide the corporate Act of Worship and spiritual leadership as a whole school responsibility.</li><li>3. Provide prayer opportunities for staff and pupils, including ensuring a place of worship is open to those wishing to use it and maintain chaplaincy areas</li><li>4. Advise and guide any curriculum area or external agency on Catholic teaching and collaborate with the RE department, including participating in lessons and supporting the teaching of and about prayer and worship</li><li>5. Support Learning Managers or the pastoral equivalent with pastoral work, playing an active role in the pastoral system</li><li>6. Be available to support and provide counsel for pupils, staff, governors and when appropriate parents, including dispute resolutions, in and out of school, support and guidance in bereavement, spiritual, personal, family and social difficulties</li><li>7. Ensure good communication with the parish communities</li><li>8. Advise the senior leadership team and provide staff INSET and induction</li><li>9. Organise, facilitate and conduct retreats, Away Days, Pilgrimages including overnight trips etc in conjunction with the RE Department or with Pastoral Leaders</li><li>10. Organise, develop and lead pupil faith/prayer groups such as Faith in Action Award, SVP.</li></ol> <p>Individuals in this role may also:</p> <ol style="list-style-type: none"><li>1. Advise or resource classes as part of PSHE, HRSE or religious education</li><li>2. Liaise with other schools, such as feeder schools to provide support on agreed projects</li><li>3. Assist in Promoting and co-ordinating charity programmes.</li></ol>	

<b>Additional supporting information – specific to this post.</b> <b>Indicative knowledge, skills and experience</b> <ul style="list-style-type: none"><li>• A practising Catholic with an understanding of the Catholic religion and a commitment to its teachings</li><li>• Have an understanding of a range of religions and faiths</li><li>• Knowledge / skills equivalent to a university degree</li><li>• Have or acquire a sound understanding and knowledge of the Education System and of the way schools work.</li><li>• Experience of working with age 11-16 pupils in a faith setting.</li></ul>
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<b>Grade Profile (Grade 7)</b>
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<b>Level One Purpose</b> Practitioners who carry out routine technical activities and specialised support to a relevant professional area. Working under supervision and mentoring.
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<b>Scope of Work</b> Roles are generally reactive and work within established Council systems and procedures, to an agreed quality standard or specification, under the general guidance of more experienced colleagues. Roles may deal with complex issues that need a degree of diagnosis and analysis in order to recommend the best course of action. Communication skills are important as role holders will be interacting with internal and external 'customers' regularly.
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| <b>Accountabilities/Responsibilities</b> <ul style="list-style-type: none"><li>▪ Select appropriate procedures to independently carry out specified technical tasks of a low risk nature (e.g. designs, inspections, assessments, analyses) to produce the required technical output (e.g. identification of customer needs, implementation of routine service processes).</li><li>▪ Undertake specialised technical and analytical support activities to assist professional colleagues in delivering more complex services.</li><li>▪ Provide timely collection, processing and simple analysis of routine technical data and follow up on discrepancies/omissions to support the delivery of services.</li><li>▪ Provide information and practical, routine advice to customers by interpreting established procedures and applying best practice within technical field.</li><li>▪ Provide technical guidance and resolve non-standard issues for more junior non-technical staff to ensure customer and service issues are effectively resolved.</li><li>▪ Keep up to date with changes in policy/legislation/contractual requirements to ensure service delivery is effective and complies with appropriate regulations, quality standards and service level agreements.</li></ul> |
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| <b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Detailed knowledge of the practical application of specialised processes/procedures relevant to the role, typically gained through extensive practical experience.</li><li>▪ Relevant vocational qualification or technical training. May be working towards a professional qualification or be of graduate entry level.</li><li>▪ Experience of working independently with relevant specialised systems, equipment and/or IT software.</li><li>▪ Analytical skills</li><li>▪ Ability to clearly explain technical issues to non-technical users</li><li>▪ Empathy and sensitivity to the needs of individual customers</li><li>▪ Up to date knowledge of relevant policy, technical, regulatory or professional framework.</li></ul> <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p> |
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| <b>Performance Measures</b> <ul style="list-style-type: none"><li>▪ Quality of own work against legal, safety and best practice standards</li><li>▪ Adherence to internal/external quality standards if applicable</li><li>▪ Adherence to policies and procedures</li><li>▪ Accuracy and timeliness of information recording and processing</li><li>▪ Stakeholder feedback</li></ul> |
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***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.***



# Our Lady's Catholic High School

## 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, A National Teaching 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**

**F: 01772 760212**

**Email: [pbi@olchs.lancs.sch.uk](mailto:pbi@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 Bilsborrow on 01772 326913 or [pbi@olchs.lancs.sch.uk](mailto:pbi@olchs.lancs.sch.uk).

**Closing date: Friday 16<sup>th</sup> June 2023 at 12 noon**