



# Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



**POST OF**  
**SCHOOL CHAPLAIN**

Application Pack

Required for ASAP

## Permanent - Full Time 37hpw - School Chaplain

Grade 7 – SCP 19 to SCP 25 (£31,067 - £35,235) Term Time + 1 week –  
Actual Salary £26,960 - £30,577

The Governors wish to appoint a School Chaplain to join our successful Catholic 11-16 High School to lead our community in worship and spiritual guidance. This is a critically important appointment for our school. If successful you will work with school staff to ensure the Catholic ethos of the school is maintained and spiritual values safeguarded, ensuring that 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 successful candidate will:

- Be a practicing Catholic with a sensitive understanding of young people and the ability to be a credible witness to a life of faith.
- Be committed to creating a caring environment that promotes academic, creative and personal achievement, alongside spiritual and moral development.
- Have high expectations of themselves, colleagues and students and the energy and determination to make a difference.

In return, Brownedge St Mary's offers:

- Wonderful children, loyal and proud of their school
- Hard working and committed staff
- Insightful and supportive governors
- An environment shaped by the best pastoral care where every child's future matters

If you share our values and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would love to hear from you.

**“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute...In essence, students find the school's ethos inspiring.”**

CSI November 2022

**“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”**

OFSTED January 2020

Further information and an application pack are available to download from the school website:

[www.st-maryshigh.lancs.sch.uk](http://www.st-maryshigh.lancs.sch.uk).

Please return completed application to [recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

**If you would like to speak to Mrs Oddie, Headteacher to discuss the post or arrange an informal visit please contact the school on 01772 339813**

**Closing Date: 5<sup>th</sup> May 2025 at Midnight**

**Proposed Interview Date: To be confirmed**

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion.

*Please note that in line with Keeping Children Safe in Education 2024 an on-line search will be carried out as part of our due diligence on shortlisted Candidates.*

*This post is subject to an enhanced disclosure with the DBS.*

*Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people*

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

## Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As our School Chaplain, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **5<sup>th</sup> May 2025 at Midnight**.

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie  
Headteacher

# BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL



## Letter from departing School Chaplain

Message from Rachael Bowe, previous Lay Chaplain

If you are discerning working with young people in need of the love Jesus offers, in a community that feels like a family, where the Catholic ethos is thoroughly lived out, may I encourage you to consider applying for the role of Lay Chaplain at Brownedge St. Mary's High School.

The role of Lay Chaplain at Brownedge St. Mary's provides a unique opportunity to support pupils, staff, and families on their faith journey. As Lay Chaplain, you can accompany wonderful young people in the highs and lows of life, hearing their stories, and leading them to the love of Jesus - whether that be through prayer or a welcome chat over a hot chocolate.

Staff at Brownedge St. Mary's daily make visible the ministry of Jesus in their work, going above and beyond to support chaplaincy within the school. Our Parish Priest is a regular presence, offering constant support, encouragement, and inspiration.

Through daily worship, chaplaincy clubs, liturgical celebrations, pastoral care, and regular retreats, this role provides the opportunity to walk with incredible young people and staff. It has been a privilege and joy to have worked in this community for the past five years. If you feel God is calling you to a new adventure, please do consider applying for this role.

*Rachael Bowe*

## School Context

We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 759 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022, we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, a RE classroom, staffroom, music room and additional school dining facility for pupils.

The Mission Statement of Browndedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

Our school has our very Chapel, which is used daily by member of our school community for acts of worship or reflection. We are also blessed with an inspiring parish priest who is a regular presence in school. There are Days of Recollection where pupils are taken off the timetable and an annual retreats for pupils at Castlerigg or using our very own Parish Centre. There are active Cafod and SVP groups which link to the parish.

School marks Fast Days with events to raise awareness and money and we hold an annual Charity afternoon in Lent when all pupils fundraise for local charities. Enrichment days such as Mary Day and Vocations Day enhance the curriculum, as do trips to places of worship, Candle Conferences and Flame. To see just what goes on in our vibrant school, visit [our school website](#) or read termly [Shining Lights newsletters](#).



# CANDIDATE ADVICE & GUIDANCE FROM THE DIOCESE

Dear Prospective candidate

Thank you for your interest in the post of School Chaplain at Brownedge St Mary's Catholic High School, one of our diocesan schools.

Within this information pack prepared by the school you will have a copy of the Diocesan Equal Opportunities Statement adopted by the school. You will also note that the appointment will be under the terms of the Catholic Education Service contract. If you are not familiar with this contract, it can be found on the CES website at [www.cesew.org.uk/271](http://www.cesew.org.uk/271).

The school's governors will offer the successful applicant a contract based on this CES model. As a possible candidate you may be uncertain about the contract in relation to your personal circumstances or previous experience, especially if you are not currently employed in a Catholic school.

The diocese and the school's governors are fully aware that everyone's experience and circumstances are unique, and we find that any concerns can sometimes be resolved through a confidential prior discussion. Therefore, we offer all candidates the opportunity to discuss these issues in complete confidence should they wish to do so. Please feel free to contact the Diocese prior to making your application or at any time during the appointment process.

## **Important advice regarding faith references**

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you regularly worship.' At a time when priests are often assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to you including him as a referee.
2. Provide him with an outline of - your involvement in parish life e.g., Eucharistic minister, reader, etc. (it may be that currently you are not heavily involved in parish life due to other commitments) - your present post - school, areas of responsibility - the post to which you are applying - name of school, post, etc.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

**Job Description**  
**Permanent, Full Time**  
**School Chaplain**

**Brownedge St Mary`s Catholic High School**

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.

<b>Post title:</b>	School Chaplain
<b>Salary/Grade:</b>	Grade 7 – SCP 19 to SCP 25 - Actual Salary £26,960 - £30,517
<b>Working hours:</b>	37 hours per week, Term time + 1 week
<b>Responsible to:</b>	Headteacher/Head of RE

<b>The Chaplain as witness</b>	<ul style="list-style-type: none"> <li>To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship</li> </ul>
<b>The Chaplain as pastor</b>	<ul style="list-style-type: none"> <li>To be visible and approachable</li> <li>To be available for pupils, parents and staff. This may be by formal appointment or by being available informally</li> <li>To work with Class teachers in supporting individuals and groups of pupils as appropriate to support the Head Teacher in his/her role as faith leader in school</li> <li>To play a central role in the pastoral system</li> </ul>
<b>The Chaplain as leader</b>	<ul style="list-style-type: none"> <li>To plan, prepare and lead liturgies and collective worship as required. These will include end of term services, Advent and Lent services, staff INSET days, special celebrations</li> <li>To support staff in their planning, preparation and leading of liturgies and collective worship</li> <li>To support children in their planning, preparation and leading of liturgies and collective worship</li> <li>To plan, prepare and facilitate Masses as required.</li> <li>To provide regular prayer opportunities for the staff, pupils, parents and the wider community.</li> <li>To prepare retreats where appropriate including residential retreats</li> <li>To promote and care for the Prayer Room/Chapel as a sacred space</li> <li>To ensure liturgical resources are adequate and appropriate.</li> <li>To ensure the school environment and displays enhance the Catholic life of the school</li> </ul>
<b>The Chaplain as educator</b>	<ul style="list-style-type: none"> <li>To support and enhance the RE curriculum, where appropriate</li> </ul>
<b>The Chaplain as professional</b>	<ul style="list-style-type: none"> <li>To engage with Continual Professional Development (CPD) relevant to the role of chaplain.</li> </ul>

	<ul style="list-style-type: none"> <li>• To avail of opportunities for enhancing his/her own spiritual well-being</li> <li>• To lead school based CPD for staff in relation to the Catholic life of the school.</li> <li>• To work with the Head Teacher to carry out self-evaluation with particular reference to the Catholic life of the school.</li> <li>• To liaise closely with the parish priest and/or local clergy</li> <li>• To celebrate and share the faith life of the school with the wider community</li> <li>• To include the parish in school celebrations.</li> <li>• To be a member of ACCE and use the opportunities the organisation offers for professional and spiritual development.</li> <li>• To be a member of the Diocesan Chaplaincy Group or its equivalent, attending meetings regularly</li> <li>• To liaise with Diocesan agencies, groups and individuals, where appropriate</li> </ul>
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*Note*

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 Salford. 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 under the terms of the Catholic Education Service contract signed with the governors 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Person Specification**  
**Permanent, Full Time - Term Time + 1 week**  
**School Chaplain**  
**Brownedge St Mary`s Catholic High School**

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary`s Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate`s ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) Letter (L) and References (R)

Requirements	E/D	Evidenced where
Faith Commitment		
Practising Catholic	E	A/I/R
Involvement in parish community	D	A/I/R
Leading school worship	E	A/I
Ways of developing religious education and worship	E	A/I
How relationships should be fostered and developed between the school, parish and its community and Diocese of Salford	E	A/I
<b>Qualifications &amp; Training:</b>		
Relevant degree or equivalent qualification or comparable level of relevant experience.	E	A/I
Counselling or Mentoring Qualification	D	A
<b>Experience:</b>		
Experience for working with young people in a Catholic or Christian context	E	A/I
Experience of working in an educational setting	D	A/I
Experience of preparing and delivering liturgies	E	A/I
Effective organisational and administrative skills	E	A/I/R
The ability to manage time and workload effectively	E	A/I/R
<b>Knowledge and Skills:</b>		
A good knowledge of the teaching of the Church of Catholic spirituality and catechesis	E	A/I
A knowledge of current working practices for celebrating Masses and liturgies in schools	E	A/I
Knowledge of safe working practices with children	E	I/R
Understanding the school communities and their structure	D	A/I

<b>Specific Attitude</b>		
A Commitment to upholding the church's teaching and furthering its mission	E	A/I/R
Supportive of the school's catholic and inclusive ethos	E	A/I
Willingness to take part in extra-curricular and residential experiences outside school hours	E	A/I
A high level of personal integrity	E	A/I/R
Ability to use technology effectively	E	A/I/R
<b>Motivational and Social Skills</b>		
Sensitive to the needs and feelings of others, regardless of faith, gender, race, sexual orientation, or disability	E	A/I/R
Excellent communication skills	E	A/I/R
Leadership and an ability to work as a team member	E	A/I/R
The ability to develop good relationships with both staff and pupils	E	A/I/R
A good listener and clear thinker	E	A/I
Comfortable to work with individuals, groups and large bodies of staff and pupils	E	A/I/R

## THE APPLICATION PROCESS

Applicants should submit a CES application form along with a formal supporting letter addressed to the Headteacher detailing why they would like to be considered for the role. Please note that CVs cannot be accepted as an application on their own.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

Please return all completed application forms and supporting documentation to  
[recruitment@st-maryshigh.lancs.sch.uk](mailto:recruitment@st-maryshigh.lancs.sch.uk)

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## ***Extracts from our recent inspection reports***

**Ofsted confirmed our school continues to be a GOOD school. (January 2020)**

*“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”*

*“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”*

*“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”*

*“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”*

*“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”*

*“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”*

*“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”*

**Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)**

**KEY STRENGTHS OF THE SCHOOL INCLUDE:**

*“The pastoral provision is exceptional”*

*“The school is extremely welcoming, and the sense of community is palpable”*

*“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”*

*“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary's”*

*“Students are extremely respectful”*

*“Student leadership opportunities are varied and extensive”*

*“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school's ethos inspiring.”*