DIOCESE OF Hexham & Newcastle

DEPARTMENT FOR EDUCATION

Recruitment Guidance for Senior Catholic Posts

Section C4

Recruitment of School Lay Chaplains in Catholic Schools

Job descriptions, person specifications and shortlist working sheets

Sep 2025

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Introduction

The school has been designated by the Secretary of State as a school with a religious character. 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 Hexham and Newcastle. At all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ. **Therefore, the post of lay chaplain must be filled by a practising Catholic[1] who can show, by example and from experience, that he or she will ensure that the school is distinctively Catholic in all aspects.**

The board and the Diocese acknowledge the importance of the role of the lay chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

The board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

This document contains the following:

- The Diocese of Hexham and Newcastle Standards for School Lay Chaplains based on the *National Standards for Chaplains Working in Schools and Academies* published by the Catholic Education Service (2020).
- Job description for primary and secondary lay chaplains
- Person specifications
- Shortlist working sheet

[1] See *Diocesan Briefing Note On Practising Catholic*

Diocese of Hexham and Newcastle
Standards for School Lay Chaplains

Catholic school lay chaplains are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes[1] and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic chaplains are expected to meet these Standards for Lay Chaplains.

Catholic Lay Chaplains support the headteacher and Senior Leadership Team in their role as custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic chaplains also support the headteacher with their task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour.

Diocesan Standards for Lay Chaplains working in education are divided into five key areas:

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

The Lay Chaplain as witness

The Lay Chaplain should:

a. be a practising Catholic in full communion with the Church, conducting themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
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 in the belief that all are made in the image and likeness of God[2]
    v. showing tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
    vi. uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue[3] and the Church's social teaching[4].
    vii. demonstrating a commitment to Catholic Moral and Social Teaching.

[1] The Gospel of Matthew 5:3-12
[2] The Book of Genesis 1:26-27
[3] *Dialogue and Proclamation*, (1991) Pontifical Council for Inter-Religious Dialogue, Vatican.
[4] *Compendium of the Social Doctrine of the Church*, 2004, Vatican.

viii. ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel.

The Lay Chaplain as pastor

The Lay Chaplain should:

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

The Lay Chaplain as leader

The Lay 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 Lay Chaplain as educator

The Lay 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 Lay Chaplain as professional

The Lay Chaplain should:

a. form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/Diocese and school.

b. serve in the best interests of the school's pupils.
c. maintain good working relationships with other members of staff, governors/directors and school leaders.
d. observe professional standards in terms of appearance, punctuality and full participation in the working life of the school; and at all times observing proper boundaries appropriate to the chaplain's professional position.
e. have regular performance appraisal.
f. ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
g. contribute to self-evaluation processes in readiness for inspection.
h. take responsibility for their own continued professional development in order to develop their own spirituality and to further the Church's mission in education.
i. uphold and demonstrate the Seven Principles of Public Life at all times.

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

Job Description

Secondary School Lay Chaplain

[Name of School]

Catholic Education Service
Since 1847

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 Hexham and Newcastle. 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 Lay Chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

This job description should be read alongside the National Standards document for School Lay Chaplains. The Lay 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 Lay Chaplain may also work to enhance the Religious Education curriculum where appropriate.

Core responsibilities

The Lay 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 Lay 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 Lay 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 prayer and liturgy
- 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

The Lay Chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The Lay 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
- To be fully committed to all safeguarding policies and practices

Person Specification – Secondary School Chaplain

Secondary School Lay Chaplain

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the parish and Diocese	A/I/R
	E5	Leading school prayer and liturgy	A/I
QUALIFICATIONS	E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	A/CC
EXPERIENCE AND KNOWLEDGE	E7	Experience of lay chaplaincy work or equivalent	A/I/R
	E8	Experience of working in a secondary school	A/I/R
	E9	Experience of working as a Catechist	A/I/R
	E10	Experience of leading prayer and liturgy	A/I/R
	E11	Knowledge of church traditions, practices and rituals	A/I/R
	E12	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E13	Ability to communicate effectively to a range of audiences and in a range of media	A/I/R
	E14	Ability to build and maintain effective relationships	A/I/R
	E15	Ability to prioritise, plan and organize themselves and their work	A/I/R
	E16	Ability to develop effective teamwork	A/I/R
	E17	Ability to work on their own and as part of a team	A/I/R
	E18	Personal enthusiasm and commitment	A/I/R
	E19	An understanding of the role of the secondary school Lay Chaplain	A/I/R
PROFESSIONAL ATTRIBUTES	E20	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I

CONFIDENTIAL REFERENCES AND REPORTS	E21	A positive and supportive written faith reference from a priest where the applicant regularly worships	A/I
	E22	A positive recommendation from current employer	A/I
	E23	A second professional reference	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E24	The form must be fully completed and legible	A
	E25	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2	Degree	A/CC
	D3	Professional development or training undertaken in preparation for Lay Chaplain in a Catholic School	A/CC
	D4	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

DIOCESE OF Hexham & Newcastle
DEPARTMENT FOR EDUCATION

Shortlist Working Sheet – Secondary School Chaplain

Secondary School Lay Chaplain

Name of applicant:	
Current school:	
Current post:	

Essential Criteria

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	☐	☐	☐
E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	☐	☐	☐
E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	☐	☐	☐
E4	Understanding of the school's role in the parish and Diocese	☐	☐	☐
E5	Leading school prayer and liturgy	☐	☐	☐

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	☐	☐	☐

Criterion No.	EXPERIENCE AND KNOWLEDGE	Clearly Meets	Some Evidence	No Evidence
E7	Experience of lay chaplaincy work or equivalent	☐	☐	☐
E8	Experience of working in a secondary school	☐	☐	☐
E9	Experience of working as a Catechist	☐	☐	☐
E10	Experience of leading prayer and liturgy	☐	☐	☐
E11	Knowledge of church traditions, practices and rituals	☐	☐	☐
E12	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD			

Criterion No.	PERSONAL and PROFESSIONAL QUALITIES and ATTRIBUTES	Clearly Meets	Some Evidence	No Evidence
E12	Ability to communicate effectively to a range of audiences and in a range of media	☐	☐	☐
E13	Ability to build and maintain effective relationships	☐	☐	☐
E14	Ability to prioritise, plan and organize themselves and their work	☐	☐	☐
E15	Ability to develop effective teamwork	☐	☐	☐
E16	Ability to work on their own and as part of a team	☐	☐	☐
E17	Personal enthusiasm and commitment	☐	☐	☐
E18	An understanding of the role of the secondary school Lay Chaplain	☐	☐	☐

Criterion No.	PROFESSIONAL ATTRIBUTES	Clearly Meets	Some Evidence	No Evidence
E19	Excellent written and oral communication skills (which will be assessed at all stages of the process)	☐	☐	☐

Criterion No.	CONFIDENTIAL REFERENCES AND REPORTS	Clearly Meets	Some Evidence	No Evidence
E20	A positive and supportive written faith reference from a priest where the applicant regularly worships	☐	☐	☐
E21	A positive recommendation from current employer	☐	☐	☐
E22	A second professional reference	☐	☐	☐

Criterion No.	APPLICATION FORM AND SUPPORTING STATEMENT	Clearly Meets	Some Evidence	No Evidence
E23	The form must be fully completed and legible	☐	☐	☐
E24	The supporting statement should be clear, concise (within the required word count) and related to the specific post	☐	☐	☐

Desirable Criteria

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
D1	Involvement in parish community	☐	☐	☐

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
D2	Degree	☐	☐	☐
D3	Professional development or training undertaken in preparation for Lay Chaplain in a Catholic School	☐	☐	☐
D4	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	☐	☐	☐

Notes:

Job Description

Primary School Lay Chaplain

[Name of School]

Catholic Education Service
Since 1847

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 Hexham and Newcastle. 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.

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The governing body and the Diocese acknowledge the importance of the role of the Lay Chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

This job description should be read alongside the National Standards document for School Lay Chaplains. The Lay 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 Lay Chaplain may also work to enhance the Religious Education curriculum where appropriate.

Core responsibilities

The Lay Chaplain as witness

- To encourage staff and pupils to live the faith by being involved in projects relating to social justice and global citizenship

The Lay Chaplain as pastor

- To be visible and approachable
- To be available for pupils, parents and staff. This may be by formal appointment or by being available informally
- 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
- To play a central role in the pastoral system

The Lay Chaplain as leader

- To plan, prepare and lead prayer and liturgy as required. These will include end of term services, Advent and Lent services, staff Continual Professional Development (CPD) days, special celebrations
- To support staff in their planning, preparation and leading of liturgy, liturgical prayer and prayer
- To support children in their planning, preparation and leading of prayer and liturgy
- To plan, prepare and facilitate Masses as required.
- To provide regular prayer opportunities for the staff, pupils, parents and the wider community.
- To prepare retreats where appropriate including residential retreats
- To promote and care for the prayer room/chapel as a sacred space
- To ensure liturgical resources are adequate and appropriate.
- To ensure the school environment and displays enhance the Catholic life of the school

The Lay Chaplain as educator

- To support and enhance the RE curriculum, where appropriate

The Lay Chaplain as professional

- To engage with 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 work with the Head Teacher to carry out self-evaluation with particular reference to the Catholic life of the school.
- To liaise closely with the parish priest and/or local clergy
- To celebrate and share the faith life of the school with the wider community

- To include the parish in school celebrations.
- 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
- To be fully committed to all safeguarding policies and practices

Person Specification – Primary School Chaplain

Primary School Lay Chaplain

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the parish and Diocese	A/I/R
	E5	Leading school prayer and liturgy	A/I
QUALIFICATIONS	E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	A/CC
EXPERIENCE AND KNOWLEDGE	E7	Experience of lay chaplaincy work or equivalent	A/I/R
	E8	Experience of working in a primary school	A/I/R
	E9	Experience of working as a Catechist	A/I/R
	E10	Experience of leading prayer and liturgy	A/I/R
	E11	Knowledge of church traditions, practices and rituals	A/I/R
	E12	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E12	Ability to communicate effectively to a range of audiences and in a range of media	A/I/R
	E13	Ability to build and maintain effective relationships	A/I/R
	E14	Ability to prioritise, plan and organise themselves and their work	A/I/R
	E15	Ability to develop effective teamwork	A/I/R
	E16	Ability to work on their own and as part of a team	A/I/R
	E17	Personal enthusiasm and commitment	A/I/R
	E18	An understanding of the role of the primary school Lay Chaplain	A/I/R
PROFESSIONAL ATTRIBUTES	E19	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I

CONFIDENTIAL REFERENCES AND REPORTS	E20 E21 E22	A positive and supportive written faith reference from a priest where the applicant regularly worships A positive recommendation from current employer A second professional reference	A/I A/I A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E23 E24	The form must be fully completed and legible The supporting statement should be clear, concise (within the required word count) and related to the specific post	A A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2 D3	Professional development or training undertaken in preparation for Lay Chaplain in a Catholic School CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC A/CC/I

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

Shortlist Working Sheet – Primary School Chaplain

Primary School Lay Chaplain

Name of applicant:	
Current school:	
Current post:	

Essential Criteria

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	☐	☐	☐
E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	☐	☐	☐
E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	☐	☐	☐
E4	Understanding of the school's role in the parish and Diocese	☐	☐	☐
E5	Leading school prayer and liturgy	☐	☐	☐

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	☐	☐	☐

Criterion No.	EXPERIENCE AND KNOWLEDGE	Clearly Meets	Some Evidence	No Evidence
E7	Experience of lay chaplaincy work or equivalent	☐	☐	☐
E8	Experience of working in a primary school	☐	☐	☐
E9	Experience of working as a Catechist	☐	☐	☐
E10	Experience of leading prayer and liturgy	☐	☐	☐
E11	Knowledge of church traditions, practices and rituals	☐	☐	☐
E12	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD			

Criterion No.	PERSONAL and PROFESSIONAL QUALITIES and ATTRIBUTES	Clearly Meets	Some Evidence	No Evidence
E12	Ability to communicate effectively to a range of audiences and in a range of media	☐	☐	☐
E13	Ability to build and maintain effective relationships	☐	☐	☐
E14	Ability to prioritise, plan and organize themselves and their work	☐	☐	☐
E15	Ability to develop effective teamwork	☐	☐	☐
E16	Ability to work on their own and as part of a team	☐	☐	☐
E17	Personal enthusiasm and commitment	☐	☐	☐
E18	An understanding of the role of the primary school Lay Chaplain	☐	☐	☐

Criterion No.	PROFESSIONAL ATTRIBUTES	Clearly Meets	Some Evidence	No Evidence
E19	Excellent written and oral communication skills (which will be assessed at all stages of the process)	☐	☐	☐

Criterion No.	CONFIDENTIAL REFERENCES AND REPORTS	Clearly Meets	Some Evidence	No Evidence
E20	A positive and supportive written faith reference from a priest where the applicant regularly worships	☐	☐	☐
E21	A positive recommendation from current employer	☐	☐	☐
E22	A second professional reference	☐	☐	☐

Criterion No.	APPLICATION FORM AND SUPPORTING STATEMENT	Clearly Meets	Some Evidence	No Evidence
E23	The form must be fully completed and legible	☐	☐	☐
E24	The supporting statement should be clear, concise (within the required word count) and related to the specific post	☐	☐	☐

Desirable Criteria

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
D1	Involvement in parish community	☐	☐	☐

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
D2	Professional development or training undertaken in preparation for Lay Chaplain in a Catholic School	☐	☐	☐
D3	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	☐	☐	☐

Notes:

Person Specification – Lead Chaplain

Lead Lay Chaplain

Essential Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the parish and Diocese	A/I/R
	E5	Leading school prayer and liturgy	A/I
QUALIFICATIONS	E6	Degree	A/CC
	E7	Professional development or training undertaken in preparation for chaplain in a Catholic School	A/CC
EXPERIENCE OF LEADERSHIP OF CHAPLAINCY	E9	A proven track record of successful leadership of the spiritual, religious and liturgical life of a Trust, school and/or parish community	A/I
	E10	Experience of working with local parishes	A/I
	E11	Experience of delivering training, including the provision of suitable resources for the prayer life and worship of the school	A/I/R
	E12	Experience of developing suitable activities and resources to mark and celebrate the major feasts and seasons of the Church	A/I/R
	E13	Experience of supporting staff and pupils in their planning, preparation and leading of prayer and liturgy	A/I/R
	E14	Experience of successfully leading and managing whole school change initiatives	A/I/R
	E15	Experience of working cross-educational phase	A/I/R
	E16	Experience of preparing a school for a Catholic School Inspection	A/I/R
	E17	Experience of developing and participating in school retreat programmes	A/I/R
	E18	Experience of advising on the Church's teaching	A/I/R

	E19	Experience of working with and supporting a school's Local Governing Committee	A/I/R
	E20	Knowledge and understanding the roles and responsibilities of a Trust board in relation to lay chaplaincy provision	A/I/R
PROFESSIONAL EXPERIENCE AND KNOWLEDGE	E21	A secure understanding of the philosophy of Catholic education	A/I/R
	E22	An understanding of the central role of curriculum Religious Education	A/I/R
	E23	Sound understanding of the Catholic School Inspection framework	A/I/R
	E24	Evidence of continual professional development	A/I/R
	E25	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
PROFESSIONAL COMPETENCIES	E25	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
	E26	Evidence of building positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies	A/I/R
	E27	To manage, motivate and develop individuals and teams to achieve high standards of performance	A/I/R
	E28	Full valid driving licence and use of a car for the duration of employment. There is an absolute expectation to be able to travel between the office and schools by car.	A/CC/I
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E29	Evidence of the ability to command credibility and respect from all members of school communities	A/I/R
	E30	To have emotional resilience	A/I/R
	E31	To have the ability to self-evaluate and reflect	A/I/R
	E32	To be able to adapt to changing circumstances and new ideas	A/I/R
	E33	To be an inspiring role model through example for staff and pupils and for present and future Catholic leaders	A/I/R
	E34	To have empathy with children of all ages	A/I/R
	E35	Evidence of the ability to prioritise, plan and organise themselves and their work	A/I/R
	E36	Evidence of the ability to develop effective teamwork	A/I/R
	E37	Evidence of personal enthusiasm and commitment	A/I/R

SAFEGUARDING	E38	An understanding of the responsibilities of the Catholic Education Trust and schools in ensuring compliance with all relevant legislation	A/I
CONFIDENTIAL REFERENCES AND REPORTS	E39 E40 E41	A positive and supportive written faith reference from a priest where the applicant regularly worships A positive recommendation from current employer A second professional reference	A/I A/I A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E42 E43	The form must be fully completed and legible The supporting statement should be clear, concise (within the required word count) and related to the specific post	A A

Desirable Criteria	Criterion No.	Attribute	Stage Identified
FAITH COMMITMENT	D1	Involvement in parish community	A/I
QUALIFICATIONS	D2 D3	Qualified teacher status CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC A/CC/I
EXPERIENCE OF LEADERSHIP OF CHAPLAINCY	D4 D5	Experience of developing lay chaplaincy teams in schools Experience of working at a Diocesan level	A/I/R A/I/R

KEY – STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates

Shortlist Working Sheet – Lead Chaplain

Lead Lay Chaplain

Name of applicant:	
Current school:	
Current post:	

Essential Criteria

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
E1	A practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	☐	☐	☐
E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	☐	☐	☐
E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	☐	☐	☐
E4	Understanding of the school's role in the parish and Diocese	☐	☐	☐
E5	Leading school prayer and liturgy	☐	☐	☐

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
E6	Degree	☐	☐	☐
E7	Professional development or training undertaken in preparation for chaplain in a Catholic School	☐	☐	☐

Criterion No.	EXPERIENCE of LEADERSHIP of CHAPLAINCY	Clearly Meets	Some Evidence	No Evidence
E9	A proven track record of successful leadership of the spiritual, religious and liturgical life of a Trust, school and/or parish community	☐	☐	☐
E10	Experience of working with local parishes	☐	☐	☐
E11	Experience of delivering training, including the provision of suitable resources for the prayer life and worship of the school	☐	☐	☐
E12	Experience of developing suitable activities and resources to mark and celebrate the major feasts and seasons of the Church	☐	☐	☐

E13	Experience of supporting staff and pupils in their planning, preparation and leading of prayer and liturgy	☐	☐	☐
E14	Experience of successfully leading and managing whole school change initiatives	☐	☐	☐
E15	Experience of working cross-educational phase	☐	☐	☐
E16	Experience of preparing a school for a Catholic School Inspection	☐	☐	☐
E17	Experience of developing and participating in school retreat programmes	☐	☐	☐
E18	Experience of advising on the Church's teaching	☐	☐	☐
E19	Experience of working with and supporting a school's Local Governing Committee	☐	☐	☐
E20	Knowledge and understanding the roles and responsibilities of a trust board in relation to chaplaincy provision	☐	☐	☐

Criterion No.	PROFESSIONAL EXPERIENCE and KNOWLEDGE	Clearly Meets	Some Evidence	No Evidence
E21	A secure understanding of the philosophy of Catholic education	☐	☐	☐
E22	An understanding of the central role of curriculum Religious Education	☐	☐	☐
E23	Sound understanding of the Diocesan Canonical Inspection framework	☐	☐	☐
E24	Evidence of continual professional development	☐	☐	☐
E25	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD			

Criterion No.	PROFESSIONAL COMPETENCIES	Clearly Meets	Some Evidence	No Evidence
E25	To have excellent written and oral communication skills (which will be assessed at all stages of the process)	☐	☐	☐
E26	Evidence of building positive relationships with headteachers, governors, parents, local parishes and with other individuals and agencies	☐	☐	☐
E27	To manage, motivate and develop individuals and teams to achieve high standards of performance	☐	☐	☐
E28	Full valid driving licence and use of a car for the duration of employment. There is an absolute expectation to be able to travel between the office and schools by car.	☐	☐	☐

Criterion No.	PERSONAL and PROFESSIONAL QUALITIES and ATTRIBUTES	Clearly Meets	Some Evidence	No Evidence
E29	Evidence of the ability to command credibility and respect from all members of school communities	☐	☐	☐
E30	To have emotional resilience	☐	☐	☐
E31	To have the ability to self-evaluate and reflect	☐	☐	☐
E32	To be able to adapt to changing circumstances and new ideas	☐	☐	☐
E33	To be an inspiring role model through example for staff and pupils and for present and future Catholic leaders	☐	☐	☐
E34	To have empathy with children of all ages	☐	☐	☐
E35	Evidence of the ability to prioritise, plan and organise themselves and their work	☐	☐	☐
E36	Evidence of the ability to develop effective teamwork	☐	☐	☐
E37	Evidence of personal enthusiasm and commitment	☐	☐	☐

Criterion No.	SAFEGUARDING	Clearly Meets	Some Evidence	No Evidence
E38	To have an understanding of the responsibilities of the Catholic Education Trust and schools in ensuring compliance with all relevant legislation	☐	☐	☐

Criterion No.	CONFIDENTIAL REFERENCES AND REPORTS	Clearly Meets	Some Evidence	No Evidence
E39	A positive and supportive written faith reference from a priest where the applicant regularly worships	☐	☐	☐
E40	A positive recommendation from current employer	☐	☐	☐
E41	A second professional reference	☐	☐	☐

Criterion No.	APPLICATION FORM AND SUPPORTING STATEMENT	Clearly Meets	Some Evidence	No Evidence
E42	The form must be fully completed and legible	☐	☐	☐
E43	The supporting statement should be clear, concise (within the required word count) and related to the specific post	☐	☐	☐

Desirable Criteria

Criterion No.	FAITH COMMITMENT	Clearly Meets	Some Evidence	No Evidence
D1	Involvement in parish community	☐	☐	☐

Criterion No.	QUALIFICATIONS	Clearly Meets	Some Evidence	No Evidence
D2	Qualified teacher status	☐	☐	☐
D3	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	☐	☐	☐

Criterion No.	EXPERIENCE of LEADERSHIP of CHAPLAINCY	Clearly Meets	Some Evidence	No Evidence
D4	Experience of developing lay chaplaincy teams in schools	☐	☐	☐
D5	Experience of working at a Diocesan level	☐	☐	☐

Notes: