



# St Joseph's Catholic Primary School

Learning and laughing together in the light of God's love



JOIN OUR TEAM  
Recruitment Pack:  
School Chaplain



# Welcome

## Message from our CEO



Dear Candidate,

Thank you for your interest in working at Xavier Catholic Education Trust (CET). My name is James Kibble and I have the privilege of serving as CEO, coordinating the work of our schools as we collaborate to ensure that every child has access to a world-class education..

At Xavier CET we provide the central services, including teacher training and professional development, so that leaders in our schools are free to focus on what matters most, creating exceptional educational experiences for all the children in our care.

Our Catholic faith is central to all that we do as it is the source of the values that inspire our work; you don't, however, have to be Catholic to work with us. All we ask is that people are committed to what we are trying to achieve; to help every child become the person they are called to be, live life to the full and play their part in making our world a better place in the future.

Working at Xavier is a great opportunity to join a happy and successful community of schools and education professionals. If you join us, we will be totally committed to supporting and developing you in your role and career development and in turn, you will enjoy all the opportunities and benefits that come from working in what we believe is a 'flagship' Catholic Education Trust.

Please visit our website [www.xaviercet.org.uk](http://www.xaviercet.org.uk) to find out more about the Trust, our schools and our other services or contact us via [info@xaviercet.org.uk](mailto:info@xaviercet.org.uk) for further information or to arrange a visit.

James Kibble

CEO - Xavier Catholic Education Trust



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# Our Story

## Growing Together Continuously

In 2016 we came together as a group of Catholic schools wanting to support each other to consistently deliver exceptional educational experiences for all the children in our care.

When deciding our name, we wanted something different, memorable and meaningful. Jesuit missionary, St Francis Xavier was a teacher and gave much of his time to teaching children, realising that they are the future. Despite encountering difficulties and resistance he never gave up. Inspired by Saint Francis Xavier, we continue to go wherever we are needed and can help; we learn from and share our ethos and faith with all we work with. As Teachers, Governors, Directors and Support Staff in the Xavier Catholic Education Trust we devote ourselves to serving the children and spreading the good news of the Gospel and like St Francis, we too will never give up in our mission.

We have since grown to include 17 schools - 14 primary and 3 secondary schools – and proudly continue to learn from and grow with every new school we welcome into our trust family. To find out more about our schools please visit: <https://www.xaviercet.org.uk>

# Our Mission

## What we aim to achieve

To provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

We know we are succeeding when everyone in our care is better off because we are there.

# Our Values

## How we operate

### **Faith**

Everything we do is rooted in faith and lived out through Gospel values

### **Hope**

We are optimistic about the future and see the God-given potential in everyone

### **Love**

We believe in the power of reconciliation and treat everyone with loving kindness

### **Service**

We accept the mantle of leadership and recognise that our mission is to serve

### **Integrity**

We work for the greater good, strive for justice and always try to do the right thing

### **Excellence**

We are committed to challenging ourselves to offer first-class provision in all that we do

# Our People

Join Us. Grow With Us. Flourish With Us.

Like any successful organisation, we rely on recruiting, developing and retaining the very best people to ensure that all that we do continues to be recognised as first-class by all those that we serve. The minimum requirement to work with us is to be energetic, enthusiastic, to have a “can-do” attitude and to be passionate about doing whatever it takes to ensure that the children and staff we serve get the best possible education.

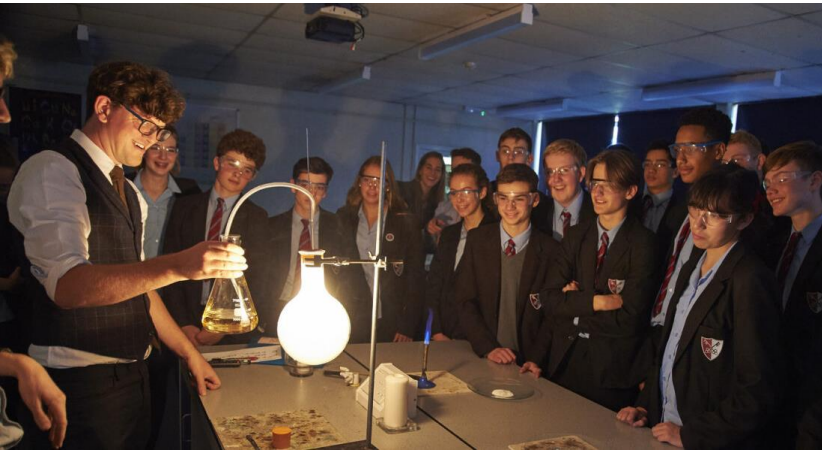
Beyond the passion required to join our team, you will also need to demonstrate the potential to be excellent at what you do and whilst you don't have to be Catholic to work with us, you certainly have to be supportive of everything we stand for and aspire to.

If that sounds like you, please know that Xavier is a brilliant place to work. Our staff are our greatest asset; everything we achieve is down to their hard work and dedication, and we therefore ensure that they are very well looked after.



# Testimonials

What our people say



“I wanted to work in a position I love and something I enjoy and know that I would wake up and go to work and come home having enjoyed my day and achieved something.”

“Teaching for me is about having a passion for learning...having the passion, enthusiasm and energy needed to be a teacher.”



“The NPQ program is a great opportunity to network with like-minded colleagues. It’s provided me with a platform to discuss approaches to leadership and learn about my own style.”



# Why Work For Us

## Staff Benefits

### EMPLOYEE WELLBEING

- Inclusive welcoming culture
- Work life and family friendly policies
- Flexible working opportunities
- Green Car and Cycle-to-work Schemes
- Dental Insurance, My Gym Discounts, Health discounts

### PENSION SCHEME

- Highly competitive Local Government Pension Scheme (Support Staff) and Teachers' Pension Scheme (Teachers)

### TRAINING & DEVELOPMENT

- Senior and middle leadership skills programmes
- Comprehensive development programme for trainee teachers and ECT's
- Coaching culture to support teacher learning and development.
- Holistic approach to appraisal system, focused on your CPD and not just on measuring performance

### TRUST-WIDE COLLABORATION

- Collaborate and share best-practice across our growing family of primary & secondary schools
- Trust-wide career development opportunities
- Work alongside Xavier Teach Southeast, and Teaching School Hub, an outstanding initial teacher training and ECT provider



# St Joseph's Catholic Primary School

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JOIN OUR TEAM  
Job Specification





# Job Specification

## School Champlain (Prayer and Liturgy Co-Ordinator)

### Xavier Catholic Education Trust Mission Statement

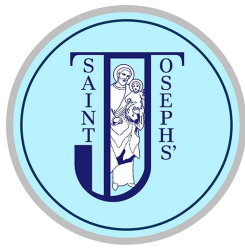
Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

**Reporting to:** The Headteacher / SLT

“Let your light shine before others, so that they may see your good works and give glory to your Father in heaven” – Matthew 5: 16

### Key Responsibilities:

- To assist the Headteacher in being a focal point for spirituality, prayer, and Catholic life within the school community.
- To be a practising Catholic in full communion with the Church, with a sound theological, spiritual, and liturgical understanding, living a life which exemplifies Gospel values.
- To be a visible, approachable, and faith-filled presence around the school, attentive to the needs of pupils, staff, families, and the wider community.
- To lead and co-ordinate Prayer and Liturgy across the school, including whole-school liturgies, Collective Worship, devotional opportunities, and celebrations throughout the liturgical year.
- To oversee and develop prayer and liturgy resources, sacred spaces, classroom displays, and reflective environments in keeping with the seasons and feasts of the Church.
- To prepare and provide suitable resources for individual and communal prayer, including Scripture materials, worship resources, and liturgical displays.
- To have a strong understanding of the liturgical year and sacramental life of the Church and to help pupils and staff develop a deeper appreciation of its richness and beauty.
- To co-ordinate and lead opportunities for pupils and staff to engage in prayer, worship, and the sacramental life of the Church, particularly the Eucharist and the Sacrament of Reconciliation where appropriate.



- To organise and lead spiritual enrichment opportunities including retreats, days of reflection, Rosary groups, prayer groups, and other activities appropriate to the age and understanding of participants.
- To develop and support pupil leadership in Prayer and Liturgy, including the co-ordination of Faith Leaders and supporting pupils in planning and leading Collective Worship and assemblies.
- To support pupils in developing confidence, progression, and participation in Prayer and Liturgy through mentoring, workshops, and regular formation opportunities.
- To develop suitable activities and whole-school initiatives to celebrate major feasts, liturgical seasons, and significant events within the school, parish, local community, and wider world.
- To promote opportunities for pupils to live out Catholic Social Teaching through 'faith in action', charitable outreach, justice, peace, and service initiatives.
- To work collaboratively with staff, including RE, music, performing arts, pastoral, and inclusion teams, in supporting the Catholic life and mission of the school.
- To provide pastoral, emotional, and spiritual support for pupils, including contributing to inclusion provision, attending pastoral meetings, and supporting wellbeing initiatives such as Rainbows or ELSA-style support where appropriate.
- To liaise effectively with clergy, parishes, deanery schools, diocesan teams, and other agencies in order to strengthen partnerships and support the spiritual life of the school community.
- To organise and co-ordinate faith-based visits, retreats, and enrichment opportunities, including events such as Wintershall and the Good Shepherd celebration.
- To attend staff meetings, parent meetings, diocesan events, retreats, and relevant professional development opportunities related to chaplaincy and Prayer and Liturgy.
- To contribute, where appropriate, to the wider curriculum and the embedding of the school's mission and values across all aspects of school life.
- To undertake self-evaluation and participate fully in the school's performance management and quality assurance procedures.



- To undertake such other duties as may reasonably be required by the Headteacher in support of the Catholic life and mission of the school.

### **Personal Specification for School Chaplain**

#### **Essential:**

- Be a practising Catholic in full communion with the Church, with a strong personal faith, a sound understanding of Catholic teaching, and a commitment to living out Gospel values.
- Be a person of integrity, compassion, and humility who serves as a positive role model within the school community.
- Demonstrate a genuine commitment to the Catholic ethos, mission, and values of the school, particularly promoting joy, service, inclusion, gratitude, forgiveness, and courage in daily interactions and relationships.
- Be warm, approachable, and emotionally attuned, with the ability to build trusting and respectful relationships with children and adults alike.
- Show kindness, patience, and sensitivity towards the needs of others, valuing and including every member of the community regardless of faith, background, race, gender, or disability.
- Be a reflective and prayerful person who is able to nurture spirituality in others and contribute positively to the faith life of the school.
- Have the enthusiasm, creativity, and joy needed to engage and inspire primary-aged children.
- Be an excellent communicator who is confident speaking to groups, listening carefully, and engaging sensitively in individual conversations.
- Demonstrate strong interpersonal skills and the ability to work collaboratively with staff, clergy, families, and the wider community in a spirit of service and mutual respect.
- Be organised, dependable, and able to manage responsibilities calmly and effectively.
- Show initiative, flexibility, and courage in responding positively to the changing needs of the school community.



- Be resilient and able to remain positive, calm, and supportive when working under pressure or responding to challenging situations.
- Demonstrate discretion, professionalism, forgiveness, and fairness when dealing with sensitive situations or conflict.
- Be committed to supporting the emotional, spiritual, and pastoral wellbeing of children and adults.
- Demonstrate gratitude for the gifts and contributions of others and actively help to foster a culture of encouragement and appreciation within the school community.

**Desirable:**

- Experience of working with children or young people within a school, parish, or community setting.
- Experience of contributing to the prayer life, liturgy, or pastoral life of a Catholic community.
- A qualification relevant to chaplaincy, pastoral care, Catholic education, or youth ministry.
- A full driving licence and willingness to support off-site events and visits where required.

**Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Xavier CET: Code of Conduct for Employees and the school handbook.



# Job Details

## School Chaplain

St Joseph's Catholic Primary School is seeking to appoint an inspirational School Chaplain to join our community from 1st September 2025. This is an exciting opportunity for a practising Catholic to play a central role in the spiritual life of the school, leading prayer and liturgy, supporting pupils and staff, and helping our children grow in faith, service, and Gospel values within a vibrant and welcoming Catholic community.

Contract: Term Time, 15 hours per week, 38 week per year

Salary: XCET6 FTE £30,647-£32,867, pro rata (actual) £10,704.70pa

We are seeking individuals who have:

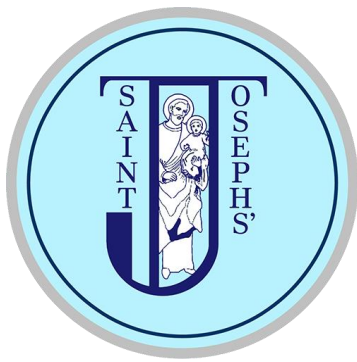
- Experience of working with children or young people within a school, parish, or community setting.
- Experience of contributing to the prayer life, liturgy, or pastoral life of a Catholic community.
- A qualification relevant to chaplaincy, pastoral care, Catholic education, or youth ministry.
- A full driving licence and willingness to support off-site events and visits where required.

**Closing date for applications is 9am on Friday 12<sup>th</sup> June 2026.**

**Interviews to take place on Monday 22<sup>nd</sup> June 2026.**

**Early application is recommended as we reserve the right to interview and appoint at any time during the recruitment process.**

**This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.**



# How To Apply

Please visit our Xavier CET website and eteach portal via these links:

[Xavier Catholic Education Trust - Vacancies \(xaviercet.org.uk\)](https://www.xaviercet.org.uk)

<https://www.eteach.com/careers/xaviercet-org>

You will be able to apply for any of our current job vacancies, as well as sign up for our Talent Pool, so that we may contact you about any suitable roles that arise in the future.

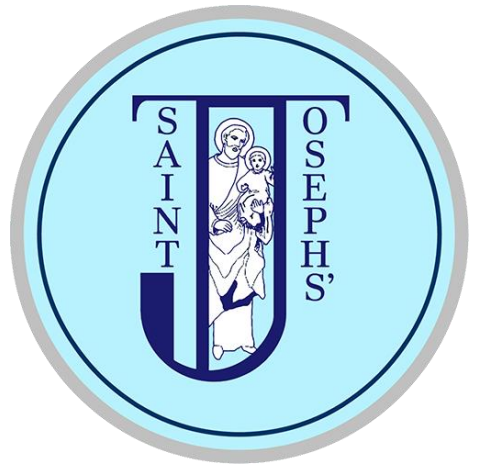
**SAFEGUARDING:** Xavier Catholic Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## Safer Recruitment Policies

Please find the all the safer recruitment policies on the link below: <https://www.eteach.com/careers/xaviercet-org>

**EQUAL OPPORTUNITIES:** Xavier Catholic Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.





St Joseph's Catholic Primary School

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Visit: <https://www.xaviercet.org.uk/>

