

# St Philip Howard

CATHOLIC SCHOOL



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*Kind, Happy,  
Well-educated*



## CHAPLAINCY TEAM LEADER RECRUITMENT PACK





## LETTER FROM THE HEADTEACHER

Thank you very much for your interest in the post of Chaplaincy Team Leader. We often use the phrase at SPH that it 'takes a village to raise a child', recognising the importance of all adults in the lives of the children entrusted to our care. At SPH we value the sense of community highly and know that everyone plays an important role, particularly support staff in facilitating and promoting the wellbeing of children in its fullest sense; their learning in lessons, their emotional and spiritual wellbeing, attendance at school, attitudes to others and general sense of belonging. We are really excited to be able to offer the opportunity of Chaplaincy Team Leader at SPH, knowing that you'll have a significant impact on the students and their future life-chances. Your happiness in the role matters greatly to us and so please do come and visit or get in contact to discover if this is the school for you.

For us, family comes first and your wellbeing is of paramount importance if you are to serve best the children entrusted to our care. You will be well looked after at SPH, with us investing in your professional development and enabling you to have a happy and successful career.

The attitude and aspirations of the students are excellent. The students really are the best advert you could wish for a school. Staff are hardworking, committed, caring and supportive of one another. Above all, SPH is a happy and high achieving community; one which we hope you will be keen to join.

You would be joining the school at an exciting time as we continue to innovate and grow. Whilst results place us in the Top 10%, naturally education for us is so much more than this. We pride ourselves on the strength of our faith community, personal care of each individual and our desire to walk that 'extra mile'. If successful in your application, you would be joining a great school, but with opportunities to make your mark and fulfil your potential as a teacher and school leader. We've definitely got room to improve and hope you'll be the person to lead the team on that journey.

Please feel free to contact me ([thulse@sphcs.co.uk](mailto:thulse@sphcs.co.uk)) if you have any questions or would like to come and see us in action!

We hope you will apply and I look forward to meeting you.

Tim Hulse  
**Headteacher**

## **CHAPLAINCY TEAM LEADER (full time, but part time will be considered for right candidate)**

Grade 7 point 14 – 19 (dependent upon experience of successful candidate)

Term time only (plus two weeks)

The Chaplaincy Team at St. Philip Howard School in Barnham is looking for dynamic, innovative and passionate Leader to join in September 2026. As the Leader of our Chaplaincy, you will have the opportunity to inspire and develop our team of paid lay chaplains whilst working in a supportive and faith fuelled environment.

The Chaplaincy Team at St Philip Howard is a central part of our school community based in the very heart of the building in a well-resourced, welcoming office designed for hospitality. The Team is also responsible for the care and promotion of our beautiful Chapel. As Team Leader, you will have oversight of all Chaplaincy provision in the school and will line-manage our team of Chaplains. You'll be given the scope to think creatively and to dream big when it comes to the spiritual development of the school community.

### **In return, we can offer you:**

- ❖ A varied and interesting role which has a positive impact on children's education
- ❖ A supportive, hard-working and committed team of staff and governors
- ❖ A high level of professional development
- ❖ Term time only working
- ❖ Enrolment in Local Government pension
- ❖ Cycle to Work scheme
- ❖ Discounted gym membership
- ❖ Employee Assistance
- ❖ Free on-site parking
- ❖ Complimentary tea/coffee available in the staffroom (all day)
- ❖ Staff social events

The school is an equal opportunity employer and supports the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure. It is illegal to apply for a position requiring an enhanced DBS if you are on a barred list which prohibits you from working with children.

As part of our safeguarding processes for recruitment and due diligence at St Philip Howard Catholic School, we may complete an online search in addition to our standard background checks for your suitability to work within an educational setting. You will have a chance to address any issues of concern that come up during our search if called for interview.

## **HOW TO APPLY**

We are now welcoming anyone with an early interest or requesting more details to contact the Director of Chaplaincy for Bosco Catholic Education Trust, Theresa McNamara, for an informal discussion about the role on [tmcnamara@boscocet.org.uk](mailto:tmcnamara@boscocet.org.uk). Applicants interested in applying for this role should complete the CES application form and email to Jacqui Inglis at [jinglis@sphcs.co.uk](mailto:jinglis@sphcs.co.uk) or send to the school address.

**Closing date for applications: 9am on Tuesday, 16 June 2026**

**Interviews: Wednesday, 24 June 2026**

## **JOB DESCRIPTION: SCHOOL CHAPLAINCY TEAM LEADER**

<b>Responsible for:</b>	Leading and developing the Catholic mission of the school in overseeing the faith and spiritual awareness of pupils and staff.
<b>Reporting to:</b>	Headteacher
<b>Hours per week:</b>	To be agreed (term time, plus two weeks)
<b>Current salary:</b>	Grade 7 point 14 – point 19 (dependent upon experience)

### **SPECIFIC DUTIES OF THE POST**

The duties undertaken by the Chaplaincy Team are completed with the support and supervision of the Chaplaincy Team Leader. The team work closely together, supporting each other in faith and mission on a daily basis. The Chaplaincy Team Leader is a wide and varied role that includes, but is not exclusive to, the following tasks:

- Provide direct line management, spiritual guidance, and professional development to a team of lay chaplains
- Strategically plan, delegate, and oversee the execution of all chaplaincy programmes and initiatives, ensuring they align with the school's mission and diocesan guidelines
- Effectively and passionately communicate chaplaincy plans and provision with staff in weekly meetings and times of prayer
- Act as the primary liaison between the chaplaincy team and school leadership, staff, parents, and the wider Church community (e.g., local parishes, diocesan offices).
- Be a focal point for spirituality in the school
- Be visible and approachable around the school for pupils and staff in recreational areas
- Get to know members of the school community and become fully embedded in the life of the school
- To lead, coordinate and attend the annual Lourdes Pilgrimage, overnight retreats, days of reflection and other spiritual events outside of school (appropriate to the age and understanding of the participants)
- Arrange and co-ordinate School Missions
- Co-ordinate, develop and prepare liturgical experiences (including relevant sacraments) and events for tutor groups, year groups and the whole school
- Develop suitable activities to mark and celebrate major feasts and seasons of the Church and significant events in the life of the school and of the local, national and international communities
- Liaise with other areas of the school (for example performing arts and RE) to support liturgical and spiritual experiences
- Develop opportunities for pupils that encourage 'faith in action' and raise awareness of justice and peace issues.
- Plan and lead the school's annual fundraising activities
- Liaise with local faith communities (to which our members belong) for mutual support in the faith development of our young people
- Assist with communication between the school and our feeder parishes
- Develop a collaborative style of ministry that encourages a team approach
- Liaise with local clergy (both Catholic and from other denominations), partner primary schools, other Catholic schools, the Diocese and other agencies as required
- Advise staff in the fulfilment of their duty to support the Catholic ethos of the School for example, with tutorial prayer and assemblies
- Provide suitable resources for prayer both individual and communal

- Provide training for staff in collaboration with the Senior Leadership Team
- Contribute to the creation of the school's annual improvement plan
- Provide additional counselling and care for vulnerable students or emotionally distressed young people in liaison with heads of year, SENDco, Wellbeing Team and Assistant Headteacher (Pupil Support)
- Provide individual or group counselling on matters of faith and practice
- Working to encourage healthy mental and physical lifestyles through a holistic approach to their spiritual, mental and physical wellbeing
- Ensuring that students stay safe when undertaking activities and events related to the Chaplaincy programme, undertaking risk assessments and managing risk
- Ensuring that students enjoy their experience of the religious heart of the school and recognise development in their own faith
- Ensuring that students make a positive contribution in the school community and beyond through charity work, participating in liturgy, working with outside communities
- Ensuring that students learn about the Christian moral imperative to support those in need and find enterprising ways of understanding the importance of achieving economic well-being for all.
- Undertake self-evaluation exercises and participate in the school's evaluation and performance management procedures
- Work with governors and chair the spiritual life group/Chaplaincy synod
- Attend staff meetings, parents' information meetings as appropriate
- Oversee the good order of the Chapel
- To liaise with other members of staff in helping to maintain an evidently Catholic ambience in the school's physical environment
- Be involved where appropriate and where directed in the curriculum
- Administer budget for resources
- To provide First Aid support to the students and staff of the school in the absence of the school nurse or under her guidance at busy periods. Full training will be provided.
- To undertake such other duties as may reasonably be required by the Headteacher

## PERSON SPECIFICATION

	<b>Essential / Desirable</b>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Practicing Catholic with a sound theological and liturgical understanding</li> <li>• Competent in use of ICT</li> <li>• Experience of dealing with young people</li> <li>• Experience of preparing and leading liturgies</li> <li>• Experience leading a team of others in a school or church context</li> <li>• Knowledge of the CSI framework and the role of the Chaplaincy within an inspection</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p><b>Qualifications / Training</b></p> <ul style="list-style-type: none"> <li>• Good basic education to GCSE level (A-C / 9-4) in literacy and numeracy, or the equivalent</li> <li>• Full valid driving licence</li> </ul>	<p>E</p> <p>D</p>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Able to develop a bold Spirit-led vision for Chaplaincy and to inspire others to turn this vision into a reality.</li> <li>• Effective and confident communicator and excellent inter-personal skills</li> <li>• Able to approach pupils in a manner appropriate to their age</li> <li>• Good listener, clear thinker and capable organiser</li> <li>• Ability to address large groups and conduct one-to-one dialogue with sensitivity</li> <li>• Ability to understand the organisational requirements of the school</li> <li>• Possessing a flair for imaginative and appropriate liturgical and spiritual experiences for the pupils</li> <li>• Potential to be inspiring and innovative and willing to take risks</li> <li>• Ability to respond spontaneously and work under pressure</li> <li>• Ability to lead others in liturgical singing/praise and worship</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Possessing personal and professional integrity</li> <li>• Sensitivity to the needs of others (regardless of faith, gender, race or disability)</li> <li>• A commitment to continuing professional development</li> <li>• A willingness to promote the school's ethos</li> <li>• Uphold core values of the school</li> <li>• Acceptance of staff dress code</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



## BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19<sup>th</sup> Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's Catholic Primary School and St Philip Howard Catholic School (SPH), Barnham. Since then, a further 16 schools have joined the Trust:

- Anney Catholic Primary School (February 2019)
- St Joseph's Catholic Primary School (September 2020)
- St Paul's Catholic College (January 2022)
- St Peter's Catholic Primary School (October 2022)
- Our Lady Queen of Heaven Catholic Primary School (October 2022)
- St Wilfrid's Catholic Primary School, Angmering (December 2022)
- St Robert Southwell Catholic Primary School, Horsham (May 2024)
- St Wilfrid's Catholic Primary School, Burgess Hill (September 2024)
- St Catherine's Catholic Primary School, Littlehampton (January 2025)
- St Mary Star of the Sea Catholic Primary School, Hastings (May 2025)
- St Thomas a Becket Catholic Primary School, Eastbourne (May 2025)
- St Richard's Catholic College, Bexhill-on-Sea (October 2025)
- St Philip's Catholic Primary School, Arundel (December 2025)
- St Richard's Catholic Primary School, Chichester (February 2026)
- St Mary's Catholic Primary School, Bognor Regis (February 2026)
- Sacred Heart Catholic Primary School, Hastings (April 2026)

SPH is an outstanding Catholic secondary school, a strategic lead in the Xavier Teaching School Hub and has a proven track record of raising achievement through school-to-school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and former Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.