**Lay Chaplain**

Term-time only, 37 hours per week +1 week in the summer holidays

September 2025

LGS grade 5 point 15 – 19 (£29,093 - £31,067) - FTE, Actual (£26,072 – 27,841) Pay Rise Pending

6 Weeks paid holiday

St Joseph’s College wishes to appoint a dynamic, enthusiastic and approachable practising Catholic in the role of Lay Chaplain. With high levels of interpersonal and organisational skills, the Lay Chaplain will take on the role of prayer and liturgy coordinator. You will work alongside a fantastic, experienced and dedicated specialist RE department as well as support the wider Catholic life of the school.

Rated as outstanding in our last section 48 inspection, February 2019, our faith life is at the heart of all we do. Therefore, the role of Lay Chaplain is crucial to this.

**The role:**

* To support, sustain and nurture the distinctive Catholic ethos of the school
* To provide opportunities for sacramental life, prayer, celebration and reflection across the school community
* To plan, develop and celebrate suitable activities to mark major Feasts and Seasons of the Church, and events in the life of the school
* To liaise with the Archdiocese in order to improve and nurture links with parishes and our local/worldwide community
* To engage with the wider Edmund Rice schools’ network and initiatives
* To co-ordinate the school retreat programme for students across all key stages
* To lead, along with PICCL (Person in Charge of Catholic Life) and subject lead for RE on the monitoring and evaluation of the catholic life of the school
* To take a leading role in CSI (Catholic Schools Inspectorate) monitoring and Inspection visits, alongside PICCL / Headteacher / Subject Leader for RE.

**We are looking for you if you:**

* Are a practising Catholic
* Can identify work priorities and manage own workload effectively
* Can foster and develop good pastoral relationships
* Are flexible and keen to further develop your skills
* Are educated to (**Essential: GCSE Grade C / 4 or above in English and Maths**, Desirable: Degree )
* Can work calmly under pressure and maintain a high level of professional integrity
* Have knowledge of Microsoft Office, particularly Word
* Have good communication and interpersonal skills

**What we can offer:**

* A competitive Salary;
* Pension Scheme
* Holiday Pay
* Employee Assistance Programme;
* Training Opportunities and a commitment to promote staff wellbeing
* Close to bus & train links or staff car parking

If this role interests you, please see further information about the College and the post. Application forms should be completed and returned Fiona Uschmann, Head’s PA/HR Manager at [fuschmann@stjosephsmail.com](mailto:fuschmann@stjosephsmail.com)

**Closing Date: 27 June 2025**

**Interviews: 8 July 2025**

*St Joseph's College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants for these posts will be subject to an Enhanced Disclosure check by the Disclosure and Barring Service.*

*In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates*