



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM' - I will serve, empowers us all to play our full part in society.

## SCHOOL CHAPLAIN

February 2025



## WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher

# THE URSULINE ACADEMY ILFORD

## SCHOOL CHAPLAIN

**From: At earliest opportunity**

**5 days, 36 hours per week (Term Time only)**

**Scale SO1 – Range 23 - 25**

**FTE Salary: £37,068 - £38,058 (inc. Outer London Allowance) per annum**

**Actual Salary: £32,454 - £33,320 (inc. Outer London Allowance) per annum**

Governors are seeking to appoint a suitably experienced and qualified School Chaplain in our thriving Catholic school. This is an exciting opportunity for the right candidate to further their career in a school environment.

The Chaplain must be a practising Roman Catholic and should have relevant experience or qualification (e.g: Catholic Certificate in Religious Studies) that suits a chaplaincy role in the Catholic Church, with a mature and reassuring sense of self and vocation and a strong personal spirituality and emotional resilience.

The Chaplain will be expected to serve both staff and students. Students expect the Chaplain to be approachable and compassionate, whilst at the same time professional. The Chaplain will be someone skilled and experienced in dealing with a wide range of people, maintaining the utmost discretion and always working within the school's Code of Conduct.

The Chaplain will need to be an efficient organiser, both internally with respect to assemblies, charity fundraising, student groups; and externally, liaising with the Cathedral, the Diocesan Youth Service, the wider community and other stakeholders. The range of activities and demands on their time will require the Chaplain to be capable of independent, proactive work, using well-developed skills of personal organisation and time management.

The Ursuline Academy Ilford is a high-achieving Catholic school for girls (Years 7-13). We have a strong academic profile and have been designated as a "Good" school. Our Section 48 Inspection graded us as "Outstanding".

The Ursuline Academy Ilford is committed to the protection and safety of its students and the successful candidate will be subject to an enhanced DBS check.

### HOW TO APPLY

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies). Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good School Chaplain.

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

***Please note we are unable to accept CVs.***

**Closing Date:** Friday 28<sup>th</sup> February 2025

**Interview Date:** w/c Monday 3<sup>rd</sup> March 2025



## JOB DESCRIPTION

### SCHOOL CHAPLAIN

**REPORTING TO:** Assistant Headteacher – Catholic life  
**LIAISING WITH:** SLT, Teaching and Support Staff and others as required

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 Headteacher 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.

#### Core Responsibilities

The 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 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 Headteacher in his/her role as faith leader in school;
- To play a central role in the pastoral system.

The 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 liturgies and collective worship;
- 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 Chaplain as educator:

- To support and enhance the RE curriculum, where appropriate.

The 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 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

### General

- Support Inclusion;
- Chaplaincy Team and Clubs;
- Work with the Head Girl Team .

#### DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:



## PERSON SPECIFICATION SCHOOL CHAPLAIN

Essential	Desirable
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<p>Good standard of general education- 5 GCSEs or equivalent including English and Maths;</p> <p>Experience of leading and organising liturgy in a catholic setting;</p> <p>Experience in leading faith development programmes;</p> <p>Pastoral experience with young people, in particular 11-16 age group;</p> <p>Willingness to undertake further training as required.</p>	<p>Qualifications in Pastoral work;</p> <p>Qualifications in youth work.</p>
<b>SKILLS AND ABILITIES</b>	
<p>Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets;</p> <p>Excellent communication skills with the ability to influence at a senior level within the organization;</p> <p>Ability to organise, manage and prioritise workload effectively;</p> <p>Ability to act upon own initiative;</p> <p>Ability to work as part of a team;</p> <p>Ability to adapt to an ever-changing environment;</p> <p>Ability to develop and work with collaborative teams (negotiation, delegation, consultation and co-ordination skills);</p> <p>Suitable to work with children and relate to them, in particular 11-16 yrs age group;</p> <p>Working knowledge of Data Protection Act.</p>	
<b>OTHER</b>	
<p>Flexible approach to working hours to meet the needs of the organization;</p>	

## PERSON SPECIFICATION SCHOOL CHAPLAIN

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### SAFEGUARDING

Be aware of and comply with the policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection;

To demonstrate an understanding of commitment to equal opportunities and diversity and to the standards of customer care;

Be responsible for own health and safety as well as that of colleagues, students and the public;

Emotional resilience in working with challenging behaviours.

