



WITH THE POWER TO ACT



CHAPLAIN

RECRUITMENT PACK

GROW

LEARN

SERVE

PRAY



Welcome to Christ the King Catholic High School and Sixth Form Centre

Thank you for your interest in joining our dedicated team at Christ the King Catholic High School and Sixth Form Centre. As Headteacher, I am immensely proud of our school community, where our Catholic ethos shapes everything we do, inspiring both our staff and students to achieve their full potential.

At Christ the King, we believe that education extends beyond academic success. We are deeply committed to nurturing the whole child - spiritually, morally, and intellectually. Our mission is to provide a safe, inclusive, and ambitious learning environment where Gospel values are lived out daily, and every individual is valued as a unique child of God. Our mission to Grow, Learn, Serve and Pray guides us in all that we do to ensure our pupils have access to an outstanding educational experience, rooted in Catholic values.

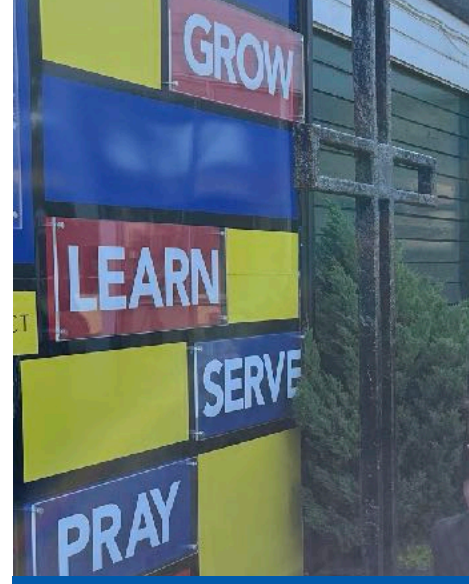
For our staff, Christ the King offers a deeply rewarding place to work. We are proud of our collaborative culture, characterised by:

- **A supportive community** of staff who share a passion for high-quality education and pastoral care.
- **Excellent professional development** opportunities to help you grow and thrive at every stage of your career.
- **Engaged and respectful students** who are eager to learn and contribute to our vibrant school life.

We are looking for exceptional professionals who share our vision, bring energy and creativity to their role, and are eager to contribute to our Catholic community. Whether you are an experienced teacher, an early career teacher, or a member of our support staff, your unique talents will help shape the futures of our young people.

I look forward to receiving your application.

Mrs Erin Wheeler
Headteacher





Our Mission

We are Christ the King with the power to act: growing in resilience, learning with wisdom, serving our community, and praying together in faith.

Our Vision

Guided by God’s love, we honour the uniqueness of every person and inspire hope as we realise our gifts and potential.

Our Motto

“Do not withhold good to others, when it is in your power to act.” (Proverbs 3:27)

The CTK Way

Our pupils are encouraged to reflect on the morals and values represented by The CTK Way which are embedded in all aspects of our school in assemblies, prayer and worship, lessons, free time at break/lunch, when representing our school in the local community and as good citizens when they leave CTK to enter higher education, training or work.

These values, based on our mission statement characteristics to **grow, learn, serve** and **pray** gives our pupils the tools they need to be:

- Confident** and **resilient.**
- Ambitious** and **independent.**
- Respectful** and **courageous.**
- Compassionate** and **honest.**





CHAPLAIN

Grade G – Scale point 20-25 £32,597- £36,363, 36 hours per week
Full Time (52 weeks).

Required for September 2026

Required for September 2026: an exciting opportunity has arisen for a proactive and motivated individual to join our school community. Our latest CSI Inspection (October 2025) graded us as Outstanding and inspectors praised the school as “incredible.” We are seeking a Chaplain who will support the school as we build on all of the existing great work and give pupils and staff the opportunity to grow in faith further.

Pupils and staff are immensely proud to be part of the supportive and welcoming community at CTK, where a calm and respectful atmosphere enables pupils to thrive. We have very low staff turnover, reflecting leaders’ strong commitment to staff workload and work-life balance.

The successful candidate must be able to: establish good relationships with pupils; be able to work well with colleagues across the school; have commitment and initiative and a ‘can do’ approach, willing to support the leadership of the Catholic life of the school and ensure all our pupils achieve the best possible outcomes.

Christ the King Catholic High School is a mixed 11-19 school in Southport and we are a school community underpinned by Gospel values and principles. It is our core purpose to prepare our young people for the exciting challenges and opportunities ahead. Our curriculum inspires a lifelong passion for learning and equips our pupils with confidence, skills, and attitude to lead successful and fulfilling lives.

Closing date for all applications is midday on **Thursday 18th June, 12 noon**. Successful candidates for interview will be informed by 5.00pm on Friday 19th June and interviews will take place on Monday 29th June. The interview process will consist of observation of a Celebration of the Word, a planning task, pupil panel, and interview. Applications are required to be completed using the CES application form attached. Supporting statements, no more than two sides of A4, should address your suitability for the role. Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974. We are committed to the safeguarding and promoting the welfare of pupils and young people. All applicants will be subject to social media checks and successful applicants to a fully-enhanced DBS.

For more information, please contact Miss Denner, Headteacher’s PA on (01704) 565121 or email: dennern@christtheking-school.com

Background to the role

Christ the King has a long tradition of providing Chaplaincy to pupils and staff and is in service to our local parishes. We also provide support to our Catholic primary schools. The current Chaplain has been seconded to the Pope Francis Trust on a part time basis for the last 3 years so we are looking for a full-time Chaplain who will take over from the current Chaplain as the secondment becomes permanent. We are Outstanding across all areas of Catholic Life and Mission and Collective Worship and there is great potential for further development.



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Job Description

Chaplain

Christ the King Catholic High School and Sixth Form Centre has been designated by the Secretary of State as a school with a religious character. Our Instrument of Governance states that we are part of the Catholic Church and we are to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Archdiocese of Liverpool Trust Deeds. At all times, our school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ. The post is therefore reserved for a practising Catholic who can show by example and from experience that he or she will ensure that the our school is distinctively Catholic in all its aspects.

This appointment is made by the governing body of Christ the King under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the conditions of current education and employment legislation and statutory guidance.

Job Title	Chaplain (Lay or Ordained)
Salary	£32,597 - £36,363 (Grade G - SCP 20-25)
Contract Type	Full Time, Permanent
Reporting to	Headteacher
Purpose	The Chaplain will contribute to the extended leadership of the school and Sixth Form. The Chaplain will work alongside the Head of RE/Lead for Catholic Life on Catholic Life and Prayer & Liturgy across the school, working closely with the Headteacher, Senior Leadership Team with support from Pope Francis CMAT Head of Catholic Life & Chaplaincy.



Job Description

Chaplain

Main Purpose

Under the direction of the Senior Line Manager:

- To provide effective and demonstrable Chaplaincy support to the school under the instruction/guidance of senior staff.
- To lead on Prayer & Liturgy across the school in line with the expectations of the Catholic Schools Inspectorate, the Prayer & Liturgy Directory, and the Archdiocese of Liverpool.
- To lead and empower others, including Senior Leaders, to uphold the Catholic Life and Mission of the school.
- To support the spiritual development of all members of this community.
- To make Christ known to all in the community.
- To be fully conversant with the framework of Inspection of Catholic schools.
- Report to Governors on the activities and spiritual development of Catholicism in the school.
- Along with the Headteacher, SLT and the Head of RE, be the primary witness of faith.
- Ensure that the school environment reflect the ethos of a Catholic school.



Job Description

Chaplain

Main Duties

- Co-ordinate daily prayer, in every form group and year group, ensuring it is part of the daily pattern of prayer.
- Provide regular opportunities for liturgy, ensuring all seasons and major events are marked.
- Attend every staff briefing, leading times of Prayer at the Headteacher's direction.
- Create a development plan for Chaplaincy, including Catholic Life and Mission and Prayer & Liturgy as a result of consultation with key stakeholders including the Senior Leadership Team and to ensure its implementation and evaluation.
- Support the development of CSI documentation and the CSI inspection process under direction from Senior Leaders, and in collaboration with the RE department. This will include leading on Catholic Life and Mission and Collective Worship/Prayer & Liturgy.
- Develop a Chaplaincy team within the school with representatives from Senior Leadership Team, RE department, pupils, staff, parents/carers and governors.
- To signpost pupils (and other members of the community) to the relevant people and agencies who can best meet any pastoral and safeguarding needs.
- Lead and support the Faith in Action group, including linking to any parish groups
- Work with the Head of RE to plan and implement times of reflection for pupils and Chapel sessions which support the curriculum.
- Liaise and work with the priests of the Deanery in order to plan, develop and celebrate additional liturgy to mark major feasts of the Church and events in the life of the school.
- Represent the school at appropriate networking events, representing the views of Senior Leaders.
- Undertake other reasonable duties as directed by the Headteacher and Senior Leaders.
- Implement a retreat programme for all pupils, including opportunities for day and overnight retreats, and pilgrimages.
- Liaise and network with other relevant groups and individuals in local parishes (including feeder primary schools) and Archdiocese e.g. Pope Francis CMAT Director for Catholic Life & Chaplaincy, other Chaplains, youth events, CAFOD.
- Support the local Archdiocesan Lourdes Youth Pilgrimage (Sefton Coach 7).
- Support out of term enrichment activities (for example, retreats, pilgrimages).
- Develop a detailed understanding of the school, its context, its community, its systems and expectations.
- Participate in the Parish/Deanery Sacramental programmes, especially the Sacrament of Confirmation (including taking an active part in Confirmation Sessions in the Parish/Deanery).



Job Description

Chaplain

Resources

- Undertake general administration such as processing documentation for planning whole school Prayer & Liturgy, organising educational visits, liaising with SLT on whole school ethos, etc.
- Have the relevant ICT skills to create high quality and vibrant resources.
- Maintain stock and supplies of resources, cataloguing and distributing as required.
- Liaise with Leaders and RE staff in order to maintain displays around the school. In particular, to maintain appropriate signs and symbols of our Catholic community in prominent areas.
- Enhance the development of Prayer & Liturgy by training and supporting staff, training and supporting pupils, preparing and distributing new materials in line with the liturgical calendar and the assembly/Prayer & Liturgy calendar alongside the Senior Leaders.
- To develop the Prayer & Liturgy Policy in collaboration with the Senior Leaders and Governors.
- Contribute to the school social media, highlighting Chaplaincy activities, under the direction of the Senior Leadership Team, for circulation to all stakeholders and contribute to other reporting procedures as requested.
- Provide regular updates to the Headteacher/Governors on Catholic Life and Prayer & Liturgy.

Prayer & Liturgy

- Be responsible for the Chaplaincy and Chapel:
 - Creating a welcoming and prayerful atmosphere in these spaces.
 - Encouraging the appropriate use of the Chapel and Chaplaincy by pupils and staff.
- Empower, train and resource others to be effective and inspiring leaders of prayer and liturgy.
- Ensure that Holydays of Obligation, the school Feast Day and other important liturgical events are observed in accordance with the liturgical calendar and the prayer & liturgy calendar.
- Evaluate the prayer life of the school and support the QA processes.
- Make arrangements for the regular celebration of Mass, times of Eucharistic Adoration and the Sacrament of Reconciliation within the school with the priest(s) of the local parish or deanery;
- Form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/diocese and school.



Job Description

Chaplain

The Community

- Establish good working relationships with staff and pupils, acting as a role model and witness to the Catholic faith.
- Ensure inclusion and acceptance of all pupils, with special consideration for the most vulnerable in the community.
- Promote the dignity and value of everybody as made in the image and likeness of God (*Genesis 1:27*).
- Positively engage with parishes, the local community and, where appropriate, the families of pupils in the school. Invite the community to be part of the faith life of the school.

Support for the School

- Have knowledge of, and comply with, the school policies and procedures.
- To help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Work alongside the SLT lead for Catholic Life.
- Contribute and support the aims of the school development plan, the Catholic Self-Evaluation Document (CSED) and evaluation process.
- Contribute and support any external monitoring, evaluation or review processes as required.
- Attend and participate in meetings as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the school appraisal process, undertaking personal development through training and other learning activities.
- Accompany teaching staff and pupils on visits, trips and out of school activities where appropriate.
- Assist with the supervision of students out of directed lesson time to support all aspects of the school's Catholic identity, including before and after school, if appropriate and within working hours.



Job Description

Chaplain

The duties listed are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and level.

This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



Person Specification

Chaplain

Application Form and Letter	Essential	Desirable	Evidence A - Application I - Interview R - Reference
Qualifications			
Educated to degree or equivalent level.		✓	A
Theological or Chaplaincy/Youth Work Qualification		✓	A
Catholic Certificate in Religious Studies.		✓	A
Willingness to work towards an Archdiocesan Chaplaincy Certificate	✓		I
Faith Commitment			
Must be a committed and practising Catholic who can inspire and live the teachings of the Faith.	✓		A/I/R
The passion to share Faith with others.	✓		A/I/R
Evidence of participation in faith life of the Church community.	✓		A/I/R
Personal Qualities			
An ability to relate well to pupils and adults.	✓		A/I/R
The ability to make prayer and liturgy meaningful and relevant.	✓		A/I
The ability to show initiative, accept responsibility for self and workload.	✓		A/I
The ability to work independently and as part of a team.	✓		A/I
The attributes of flexibility, patience, sensitivity, and a sense of humour.	✓		A/I
To be a role model for staff and pupils as well as others connected to the school.	✓		A/I
Be able to network and liaise with other agencies.	✓		A
Willingness to participate in continuing professional development.	✓		A



Person Specification

Chaplain

Application Form and Letter	Essential	Desirable	Evidence A - Application I - Interview R - Reference
Knowledge and Skills			
Strong commitment to the mission of a Catholic school.	✓		A/I
Commitment to their own spiritual formation and that of pupils and staff.	✓		A/I
Good communication and listening skills.	✓		A/I
Able to use ICT effectively.	✓		A/I
High quality presentation skills, using ICT and other forms of media.	✓		A/I
Working knowledge of relevant policies/codes of practice and awareness of recent legislation.		✓	A/I
Ability to play an instrument and lead liturgical music.		✓	A/I
An understanding of the nature and purpose of Catholic schools.	✓		A/I
Ability to lead on different ways of praying for different groups or pupils, staff, and parents.	✓		A/I
An ability to empower others to lead and prayer.	✓		A/I
Experience of retreats and pilgrimages with young people.		✓	A/I
Ability to build and maintain good relationships.	✓		A/I
Ability to remain enthusiastic when working under pressure.	✓		A/I
Professional Experience			
The ability to develop strategies for developing faith across the school community.	✓		A/I
A commitment to spiritual and pastoral care of pupils and their families.	✓		A/I
The ability to establish successful relationships at all levels and can work as a member of a team.	✓		A/I
Demonstrate understanding of requirements of Catholic Schools' Inspection (CSI).	✓		A/I
Demonstrate knowledge of Safeguarding, Health and Safety and GDPR.		✓	A/I



To arrange a visit or for further information, please call **01704 565121** or email Miss Denner, Headteacher's PA at dennern@christtheking-school.com

Christ the King Catholic High School and Sixth Form Centre

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