



The English  
**Martyrs**  
Catholic School and  
Sixth Form College

# Lay Chaplain Application Pack



Proud to be a part of the  
**DIOCESE OF Hexham & Newcastle**




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**BISHOP  
HOGARTH**  
Catholic Education Trust





## Join our School as a Lay Chaplain

 **The English Martyrs Catholic School and Sixth Form College**  
Catcote Road, Hartlepool, TS25 4HA

 **Band 8 (SCP 12-15) Actual Salary £24,706.64 – £25,938.61**

 **Permanent – 37 hrs per week** TTO+ 5 days

 **Closing date:** 17<sup>th</sup> October 2025, 12pm

**Interviews:** 3<sup>rd</sup> November 2025

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

As an employee of Bishop Hogarth Catholic Education Trust you may work from time to time in one or more of our Academies.



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*Dear applicant,*

Thank you for your interest in the position of Lay Chaplain in the Bishop Hogarth Catholic Education Trust. We are delighted that you are considering joining our school community where pupils are at the centre of all decision making and Christ is at the heart of our moral purpose. The Trust shapes its collaboration through the fundamental principles of Catholic Social Teaching, where school leaders work together for the common good, where all pupils feel safe, welcomed and supported with every possible opportunity and where staff benefit from a collective approach.

As a Lay Chaplain at English Martyrs Catholic School and Sixth form in Hartlepool, you will play a crucial role in nurturing the spiritual well-being of students and staff in school, providing guidance, support, and a listening ear.

We are looking for a compassionate and dedicated individual who can connect with our diverse community and contribute positively to our ethos and virtues. Your role will involve leading spiritual activities, offering pastoral care, and being a visible presence within the school.

We hope this application pack provides you with all the information you need about the role and our school. If you have any questions, please do not hesitate to contact us.

We look forward to receiving your application and learning more about how you can contribute to our community.

Very best wishes,

*Glenn Thompson*  
**Head of School**





**BISHOP HOGARTH**  
Catholic Education Trust

# Our Trust

**The English Martyrs are proud members of Bishop Hogarth Catholic Education Trust;** a family of 35 schools across County Durham, Darlington, Hartlepool, and Stockton-On-Tees.

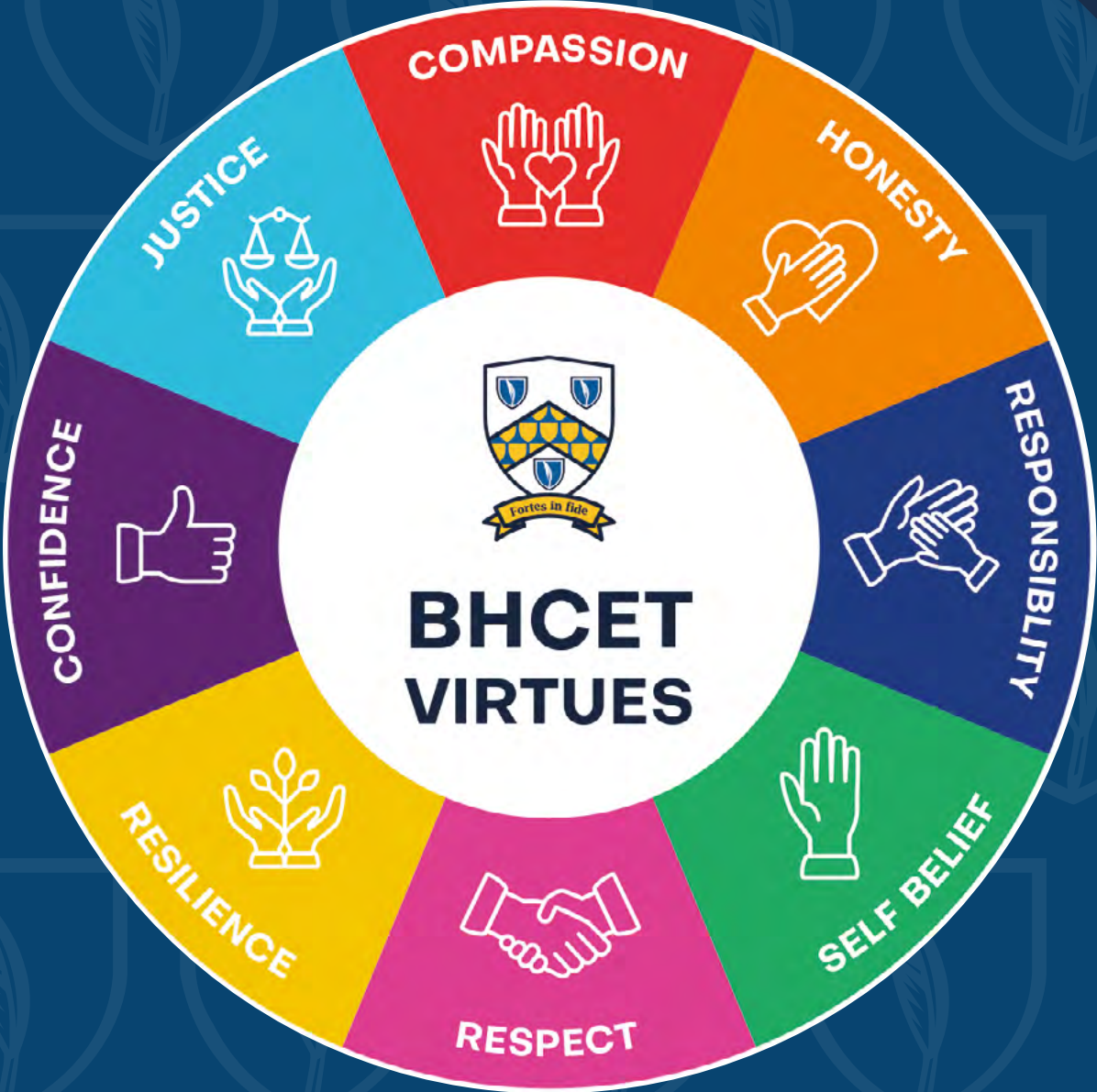
BHCET's mission is to provide the highest quality education, fostering a collaborative environment where resources and best practices are shared among our schools.

We are committed to the educational welfare of our pupils. This is why we place Christ at the centre and children at the heart.



**BISHOP HOGARTH**  
Catholic Education Trust

Scan the QR code to view our [school locations map](#)



### JUSTICE & COMPASSION

We value fairness and empathy, treating others with kindness and understanding.

### HONESTY & RESPONSIBILITY

We prioritise truthfulness and accountability, taking ownership of our actions and decisions.

### CONFIDENCE & RESILIENCE

We foster courage and adaptability, empowering individuals to face challenges and overcome setbacks.

### RESPECT & SELF BELIEF

We embrace diversity and individuality, fostering an environment where everyone feels valued and confident.



**WATCH  
OUR VIDEO**



## Head of Catholic Life (Trust)

**Hello, I'm Andrew Gardner, Head of Catholic Life for the Bishop Hogarth Catholic Education Trust. Welcome to English Martyrs, where our ethos is rooted in placing Christ at the centre and keeping children at the heart of all we do.**

Joining our Trust means becoming part of a community that not only strives for educational excellence but also nurtures faith, hope, and service. This year, as we journey together as Pilgrims of Hope, we are reminded of Pope Francis' words:

*"Hope is not optimism; it is an anchor that sustains us in life. It is the certainty that God does not abandon us and that He continues to walk with us."*

**As teachers and support staff, you play a vital role in this journey.** Every lesson taught, every act of kindness, every moment of guidance is an opportunity to plant seeds of hope in the lives of our young people. In Catholic education, we do more than instruct; we accompany our students on their path, helping them discover their God-given potential and fostering a future full of faith and purpose.

At our Trust, you will be supported by Paul McCartie, our Head of Catholic Life, alongside the RE department and wider Chaplaincy team. Across our Trust, a dedicated team of Lay Chaplains works collaboratively, sharing resources and best practices to enrich the spiritual life of our schools. Our mission is strengthened through regular engagement with the Diocesan Chaplaincy team, ensuring that we continue to grow as a faith-filled community.

We are excited about the possibility of welcoming you to our family. As Catholic educators, we do more than teach—we inspire, guide, and journey with our students, helping them grow in wisdom and faith. As Pope Francis reminds us:

*"To educate is not just to impart knowledge, but to accompany young people, to help them find meaning in life, and to give them hope for the future."*

We look forward to walking this path with you and sharing in the mission of Catholic education as Pilgrims of Hope.

*Andrew Gardner*

**Head of Catholic Life (Trust)**







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**The School has been designated by the Secretary of State as a school with religious character. Their Instrument of Government states that they are part of the Catholic Church and can be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hexham and Newcastle. At all times the school are to serve as a witness to the Catholic Faith in Our Lord Jesus Christ. The post therefore requires a Practising Catholic who can show by example and from experience that he or she will ensure that the school is distinctively Catholic in all their aspects.**

This appointment is with the Governors of the School/Board of Academy Directors under the terms of the Catholic Education Service contract signed with the Governors/Directors as employers and should be endorsed by the Bishop or his representative. It is subject to the current conditions of service for support staff and other current education and employment legislation.

The governing body and the Diocese acknowledge the importance of the role of the Chaplain and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

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 schools’ community. He/she will have a central role in implementing the schools’ vision statement and work with the Headteachers in leading and developing the Catholic life of the school. He/she will nurture the faith formation and liturgical life of the schools’ community. The Chaplain may also work to enhance the Religious Education curriculum where appropriate.





# Section 1

## Core Responsibilities

### The Lay 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 Lay 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 Headteachers in his/her role as faith leader in school.
- ✓ To play a central role in the pastoral system.

### The Lay 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 prayer and liturgy.
- ✓ 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 Lay Chaplain as educator

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

### The Lay 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/Directors 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
- ✓ To be fully committed to all safeguarding policies and practices.





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Catholic Lay school Chaplains are expected to demonstrate consistently high standards of principled and professional conduct inspired by Christ and His beatitudes and exemplified by the self-cultivation of virtues, those qualities of character fundamental to the Catholic tradition: faith, hope, love, justice, solidarity, temperance, fortitude and practical wisdom. Catholic Lay Chaplains are expected to meet these Standards for Chaplains.

Catholic Lay Chaplains support the Headteachers and Senior Leadership Team in their role as custodians of Diocesan schools and as such embody the abundant hope the Church has placed in education. Catholic Lay Chaplains also support the Headteachers with their task of human formation in conformity with Christ and Church teaching, and so uphold ecclesial and public trust in school leadership and maintain high standards of ethics and behaviour.

**Diocesan Standards for Chaplains working in education are divided into five key areas:**

1. **The Lay Chaplain as witness**
2. **The Lay Chaplain as pastor**
3. **The Lay Chaplain as leader**
4. **The Lay Chaplain as educator**
5. **The Lay Chaplain as professional**







### **The Lay Chaplain as witness**

- a. Be a Practising Catholic in full communion with the Church, conducting themselves in a manner compatible with their influential position in church and society by behaving ethically, fulfilling their professional responsibilities and modelling the virtues of a good citizen of the Kingdom of God.
- b. Set a good example to all members of the school community in terms of living a Christian life by:**
  - i. Being a person who prays and makes prayer an important feature of decision making and who intercedes on behalf of the community they serve.
  - ii. Speaking of their own faith and relationship with Christ.
  - iii. Living a life which exemplifies Gospel values.
  - iv. Treating all members of the community with dignity, building relationships rooted in mutual respect and in the belief that all are made in the image and likeness of God.
  - v. Showing tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain enabling each person to play their full part in building and sustaining the Common Good.
  - vi. Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and the Church's social teaching.
  - vii. Demonstrating a commitment to Catholic Moral and Social Teaching.
  - viii. Ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law but are always orientated to the service of others in light of the Gospel.





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### **The Lay Chaplain as pastor**

- a. Be attentive to the needs of all members of the school community.
- b. Where possible make arrangements for the regular celebration of Mass and the sacrament of reconciliation within school with the priest(s) of the local parish or deanery.
- c. Support other staff in school who share the responsibility of the pastoral care of pupils, including the Headteachers.
- d. Accompany the whole community in their highs and lows, celebrating with them in their joys and consoling them in their sorrows.
- e. Be able to relate to a wide range of individuals and establish levels of trust where problems can be shared.
- f. Focus on the marginalised and the vulnerable within the school community as their special care.





# Standards for Lay School Chaplain

## The Lay Chaplain as leader

- a. Have a good understanding of the liturgical life of the Church and be able to lead pupils and staff into a fuller appreciation of its richness and beauty.
- b. Know how to prepare a space for prayer.
- c. Have the skills of a well-trained Sacristan and know how to both prepare a space for the celebration of Mass.
- d. Care for any sacred space in school, especially where the Blessed Sacrament is reserved.
- e. Be skilled in engaging children and young people in prayer, worship and the sacramental life of the Church, particularly the Eucharist and the Sacrament of Reconciliation, where appropriate.
- f. Support class and whole school-based worship through the provision and creation of appropriate worship resources.
- g. Help pupils and staff to develop confidence in leading prayer and worship independently.
- h. Provide opportunities for staff and pupils to deepen their spiritual life, for example, through the organizing of retreats and days of reflection.

## The Lay Chaplain as educator

- a. Have a good knowledge and understanding of the Catholic faith to:
  - i. Support school catechetical programmes (where they exist).
  - ii. Support the formal and informal learning that takes place across school life.
- b. Ensure that structured time with pupils is well-planned, delivered and evaluated.
- c. Support the professional development of staff in terms of the Catholic life of the school.

## The Lay Chaplain as professional

- a. Form good working relationships with the nearby priest(s) and parishes and facilitate partnership working between parish/deanery/Diocese and school.
- b. Serve in the best interests of the school's pupils.
- c. Maintain good working relationships with other members of staff, governors/Directors and school leaders.
- d. Observe professional standards in terms of appearance, punctuality and full participation in the working life of the school; and at all times observing proper boundaries appropriate to the Chaplain's professional position.
- e. Have regular performance appraisal.
- f. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- g. Contribute to self-evaluation processes in readiness for inspection.
- h. Take responsibility for their own continued professional development in order to develop their own spirituality and to further the Church's mission in education.
- i. Uphold and demonstrate the Seven Principles of Public Life at all times.

- ✓ Selflessness
- ✓ Integrity
- ✓ Objectivity
- ✓ Accountability
- ✓ Openness
- ✓ Honesty
- ✓ Leadership





## Section 2

# Diocesan Model Equal Opportunities Statement

**The Diocesan Department for Education for the Roman Catholic Diocese of Hexham and Newcastle has agreed the following model statement on equal opportunities in employment, for recommendation to boards.**

The panel is committed to ensuring that matters concerning appointments, including promotions, are dealt with in a fair and just manner. The panel believe that the principle of equal opportunity in selection is consistent with social justice and good personnel practice. This is in keeping with our Catholic aim to recognise the dignity and worth of all who work or apply to work in our organisations.

Our selection processes aim to select the best applicant assessed against the criteria for the post. We are subject to the law of the land and acknowledge our commitment to conducting our affairs in accordance with the law. The panel do not discriminate on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.

The Roman Catholic community maintains schools which have, as part of their character, a duty to provide Religious Education and a requirement that those schools be conducted in accordance with the rites, practices and

traditions of the Roman Catholic faith. It would therefore be clear that where applicants are equal in qualifications and experience in the context of selection criteria for a post that a Roman Catholic applicant would have an advantage over an applicant not of the Roman Catholic faith in being able to contribute to the mission of the Church in Catholic education. The posts of Catholic Education Trust Chief Executive Officer and Deputy Chief Executive Officer, Executive Headteacher, Headteacher, Deputy Headteacher, Head of Religious Education and school Lay Chaplain have an occupational requirement to be filled by a Practising Catholic.

In fulfilling the objectives of Catholic schools, the panel have regard to matters which are particularly significant in the light of the sacramental teachings of the Church. Catholic teachers by their example and practice are witnesses to the Gospels and to the Church's teachings. The panel would therefore, in line with its responsibilities, reserve the right to take account of circumstances which were genuinely within a person's control and which might include marital status, avowed personal conviction, belief or conduct.



# Model Equality Act 2010

## Reasonable Adjustments Statement

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the invitation to interview letter when confirming your availability to attend interview as our duty to make reasonable adjustment only applies where we know about, or ought reasonably to know about, your disability (contact details of the relevant person to contact will be provided in your invitation to interview letter).

The below contains a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances.

- ✓ Modification to documentation – this may include providing documents in large print, in Braille format or on audio CD and/or providing oral instruction on documentation for those applicants with a learning disability.
- ✓ Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for example, a disability which affects their manual dexterity.

- ✓ Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech.
- ✓ Provision of a reader for a visually impaired applicant.
- ✓ Provision of auxiliary aids – for example, a person to guide a visually impaired applicant around the interview venue.
- ✓ Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments.
- ✓ Provision of a sign language interpreter for an applicant with a hearing impairment.
- ✓ Where interviews are being conducted by telephone, provision for interview by text/phone for an applicant with a hearing impairment.
- ✓ Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment.
- ✓ Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school/college may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.



Lay Chaplain Person Specification			
ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
FAITH COMMITMENT	E1	A Practising Catholic (fulfilling the requirements of the Diocesan Briefing Note)	A/I/R
	E2	Secure understanding of the distinctive nature of the Catholic school and Catholic education	A/I/R
	E3	Understanding of the role of Lay Chaplain in the spiritual development of pupils and staff	A/I/R
	E4	Understanding of the school's role in the parish and Diocese	A/I/R
	E5	Leading school prayer and liturgy	A/I
QUALIFICATIONS	E6	Minimum 5 GCSEs including grade C or equivalent in English and mathematics	A/CC
EXPERIENCE AND KNOWLEDGE	E7	Experience of leading prayer and liturgy	A/I/R
	E8	Knowledge of church traditions, practices and rituals	A/I/R
	E9	Evidence of appropriate safeguarding knowledge and a commitment to ongoing safeguarding CPD	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	E10	Ability to communicate effectively to a range of audiences and in a range of media	A/I/R
	E11	Ability to build and maintain effective relationships	A/I/R
	E12	Ability to prioritise, plan and organize themselves and their work	A/I/R
	E13	Ability to develop effective teamwork	A/I/R
	E14	Ability to work on their own and as part of a team Personal enthusiasm and commitment	A/I/R
	E15	An understanding of the role of the secondary Lay school Chaplain	A/I/R

PROFESSIONAL ATTRIBUTES	E16	Excellent written and oral communication skills (which will be assessed at all stages of the process)	A/I
CONFIDENTIAL REFERENCES AND REPORTS	E17	A positive and supportive written faith reference from a priest where the applicant regularly worships	A/I
	E18	A second professional reference	A/I
APPLICATION FORM AND SUPPORTING STATEMENT	E19	The form must be fully completed and legible	A
	E20	The supporting statement should be clear, concise (within the required word count) and related to the specific post	A

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
FAITH COMMITMENT	D1	Involvement in parish community	A/I
	D2	Experience of working in a primary/secondary school	A/I
QUALIFICATIONS	D3	Degree	A/CC
	D4	Professional development or training undertaken in preparation for Lay Chaplain in a Catholic School	A/CC
	D5	CCRS/CTC (or equivalent) or commitment to obtaining the certificate	A/CC/I
EXPERIENCE AND KNOWLEDGE	D6	Experience of Chaplaincy work or equivalent	A/I/R
	D7	Experience of working as a Catechist	A/I/R
CONFIDENTIAL REFERENCES AND REPORTS	D8	A positive recommendation from current employer	A/I/R

Applications are welcome from those who are ordained and members of the Laity.

KEY - STAGE IDENTIFIED	
A	Application Form
I	Interview
R	References
CC	Checking Certificates





*Apply now*



If you wish to discover more about this opportunity, need any further information or would like to have an informal discussion, please contact Lisa Smith, Headteacher PA on **01429 273790** or via **[recruitment@ems.bhcet.org.uk](mailto:recruitment@ems.bhcet.org.uk)**

**Application forms are available here** and can be returned to **[recruitment@ems.bhcet.org.uk](mailto:recruitment@ems.bhcet.org.uk)**

**Closing date:** 17<sup>th</sup> October 2025, 12pm

**Interviews:** 3<sup>rd</sup> November 2025



*Visit us*

**We are passionate about our school and want to fill it with staff who share the same passion, values and drive. You would be warmly welcomed to our school at any time, to see and feel what EMS is like on a typical day and to ask any questions you may have on an informal basis.**

**Tel: 01429 273790**



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