



**CTK EMMANUEL**  
A CHRIST THE KING SIXTH FORM

CTK Emmanuel  
Blackheath, SE13 5GE

We are keen to appoint an exceptional professional with a genuine passion in supporting students to achieve their full potential. Join us at CTK Emmanuel where students aspire to be the best and to reach the top in their chosen ambitions.

## Chaplaincy Apprentice (Part Time, Part Year)

**Start Date: January 2023**

**Salary range: £12,000 including London Weighting (or applicable minimum wage if aged 20+)**

CTK Emmanuel is part of the Christ the King Sixth Forms group of three highly successful Catholic sixth forms located in south east London and Kent. As a professional centre for excellence, CTK Emmanuel offers Applied Technical Qualifications, equivalent to 3 A Levels, and highly specialised routes to university. Located on the Blackheath borders with excellent transport links, CTK Emmanuel students aspire to be the best and to reach the top in their chosen ambitions.

An opportunity has arisen for an exceptional Chaplaincy Apprentice to join the outstanding Chaplaincy Team at CTK. The successful candidate will be a practising Catholic ideally with some experience of working with young people and leading liturgy and prayer.

The hours of this vacancy are 8.30am – 4.30pm, 4 days a week.

This is an excellent opportunity to join a talented staff team in a professional centre for excellence. You will be supported to develop your career in an environment of positive encouragement and mutual respect. You'll be a key part in helping students to reach their potential. You will ensure they feel confident about going out into the world and being extraordinary in life and in their future career.

***Join us to be inspired, be extraordinary, and be the best you can be.***

For details of how to apply and a job description please visit the vacancies page of our website,  
<https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Closing Date: 10am on Monday 12<sup>th</sup> December 2022**

**Interviews: Wednesday 14<sup>th</sup> December 2022**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**



## Job Description and Person Specification

<b>Title Post:</b>	Chaplaincy Apprentice
<b>Responsible to:</b>	Chaplaincy Co-ordinator
<b>Job Purpose:</b>	To support chaplaincy provisions within the Sixth Form and play a key role in being responsible for serving the community. The chaplaincy apprentice will provide spiritual and pastoral care in line with the Sixth Forms ethos.

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The main activities and responsibilities are to:

- 1.1 Involvement in the planning, delivery and evaluation of chaplaincy provision.
- 1.2 Model and embed the Sixth Form ethos based on Catholic principles and values.
- 1.3 To work in collaboration with the Chaplaincy Team and other departments to deliver the Sixth Forms mission.
- 1.4 To nurture and develop the Catholic life of the community.
- 1.5 To engage with local and national Catholic events and networks.
- 1.6 Involvement in organising charitable events.
- 1.7 Attend Sixth Form meetings and committees as appropriate.
- 1.8 Support links with partner schools and the wider Diocese where appropriate.
- 1.9 Take part in professional development activities including appraisal.
- 1.10 To undertake other tasks as and when required by the Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## 2 Person Specification/Selection Criteria

The post-holder will be expected to demonstrate the following attributes:

- 2.1 Be a practising Catholic with an understanding of the Church, its teachings and mission in the world and be able to relate and interpret this especially to the particular needs of the 16-19 age group.
- 2.2 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.3 A minimum of GCSE (Level 2) grade C in Maths and English and an A Level 3 qualification, or practice equivalent.
- 2.4 Relevant experience of working with young people.
- 2.5 Have experience of leading liturgy and prayer.

- 2.6 Experience in Education and of Youth Ministry in the Catholic Church is desirable, but not essential.
- 2.7 Evidence of continuing professional development.
- 2.8 Have enthusiasm, energy, vision and creativity with the skill to motivate staff and students.
- 2.9 Good interpersonal skills.
- 2.10 Ability to develop good working relationships with all stakeholders.
- 2.11 Adaptability and flexibility.
- 2.12 Self-motivated with a good sense of responsibility.
- 2.13 The ability to work collaboratively and to be an excellent team player.
- 2.14 A knowledge and understanding of IT and applications. Microsoft Office and Office 365 applications such as Word, Excel, Teams, SharePoint.
- 2.15 Excellent organisational skills.
- 2.16 The ability to communicate effectively with both students and staff and to maintain positive working relationships.
- 2.11 A commitment to Equal Opportunities and the ability to contribute to the implementation of the relevant Sixth Forms policies through the duties of the post.