



# CLONGOWES

## CLONGOWES WOOD COLLEGE SJ

### Appointment of Pastoral Support Co-ordinator

We are seeking to appoint an outstanding individual to the newly-created post of Pastoral Support Co-ordinator in our Ethos Department. This is a full time, permanent role to start in late August 2023.

#### Our Mission

Clongowes Wood College was founded in 1814 and is one of Ireland's oldest and most successful boarding schools with an enrolment of c.440. We continue today under the College's motto: *aeterna non caduca*, striving for the lasting (eternal) values and not the ephemeral ones.

We are committed to the provision of the highest quality Catholic education in the Jesuit tradition. Our mission is to educate students according to the highest standards of Jesuit schooling and the values of the Gospel as expressed in *The Characteristics of Jesuit Education* and the more recent *A Living Tradition in the 21<sup>st</sup> Century*. It is our fidelity to Clongowes' Jesuit mission and Christian teaching that stand us in good stead in the demanding times we live in and the challenges which lie ahead.

Living together in a boarding school gives the opportunity to develop a real sense of family and to fulfil one of the aims of Jesuit education to become a *man for others*. The school strives to ensure that *cura personalis*, the importance of looking after and caring for the individual, is a strong element in everything that we do. We are dedicated to forming young leaders whose core will be the mission of the Gospel: reconciliation with justice and compassionate care for all creation.

#### The Person

The ideal candidate will have an authentic interest in, and passion for, Jesuit education and its values, and will be expected to develop this interest by engaging in CPD in Ignatian Spirituality and Paedagogy. Educated to degree level, the person appointed will have relevant experience in faith formation, youth ministry and/or outreach work in an education-related activity. An understanding of the unique aspects of boarding school life will be desirable though not essential.

The successful candidate is also likely to possess most, if not all, of these and the following attributes:

- Able to promote our aims and values as a Catholic boarding school in the Jesuit tradition, understanding the importance of nurturing our ethos, and taking a proactive ownership of our ethos programme.
- Be a person who is genuinely excited by cherishing the Jesuit tradition, supporting the needs of the school community, and keen to explore new possibilities.
- Able to encourage students to be of service and live a faith that does justice.

- Support all aspects of ethos-related work in the College, and be a team player who is capable of liaising and building good relationships with students, staff, parents, the Clongowes resident Jesuit Community, and the Irish Province and Society of Jesus worldwide.
- Be a collaborative, creative and transparent individual with proven and demonstrable success in faith-based activities.
- Have a reflective and discerning style of ministry, and lead through serving and encouraging.
- Eager to enable and inspire students to partake in faith-formative, liturgical and outreach activities.
- Be a motivated and independent worker, capable of completing assigned tasks and projects on their own when required.
- Enjoy working with young people.

The successful candidate would have the opportunity to teach some Religious Education and/or Wellbeing, and develop their teaching practice, if they wished to do so.

### **The Post**

The purpose of this newly-created role is to contribute to the delivery and continued development of our Ethos Programme, which is central to the College's day-to-day life. The Ethos Department is led by Elisabeth Clarke (Director of Ethos), supported by Fr Michael Sheil SJ (Rector of our resident Jesuit Community), Cyril Murphy (Director of Liturgy) and Tom Carroll (long-serving boarding housemaster-known as a 'prefect' in Clongowes). The work of the Ethos Department is widely supported by our resident Jesuit Community, and other teaching, prefecting and support staff colleagues. Classes in religious education are part of the academic programme.

The Pastoral Support Coordinator will report to the Director of Ethos in the first instance.

The principal responsibilities of the successful candidate will include:

- The formation and development of our students are at the heart of the role, actively promoting the [UAPs](#) and the [Living Tradition](#).
- Coordination of school-wide retreat activities.
- Supporting the work of the Ethos Department and the Jesuit Identity Sub-committee in the execution of the Ethos strategic plan.
- Active support of the boarding life of the school in accordance with *cura personalis*.
- Liaison with external bodies, to support the development of Clongowes' work with local Jesuit partners and our global Jesuit network.

The exact duties and responsibilities will be agreed with the person appointed, according to their skills and experience. The Headmaster may, in consultation with the candidate, modify the duties in the job description from time-to-time to reflect or anticipate changes in the College's requirement of this role.

### **Terms of Appointment**

- **Hours**

The core hours for this role will be 40 hours per week from late August to the end of the academic year in late May/early June. Due to the nature of boarding school life and the demands of the role,

some flexibility will be required to ensure the smooth co-ordination of evening and weekend retreats, and other events organised by the Ethos Department. The availability to attend overnight retreats and travel will be required as part of this role.

- **Salary and Benefits**

The salary will depend on qualifications and experience. The notice period will be one full academic term. Additional benefits include: a generous pension scheme; access to College Gym and Pool facilities; and all meals provided while on duty

- **Residency requirement**

The successful candidate must be entitled to work and reside in Ireland

- **Application Process**

Applicants should include a *curriculum vitae*, completed application form and a separate letter highlighting their personal qualities and experience, with specific reference to the requirements set out in the above information for applicants.

Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. One referee should be the applicant's current or most recent employer. The College will seek references from short-listed candidates and may approach previous employers for information to verify experience or qualifications. Where an applicant is currently working with children, the current employer will be asked about disciplinary offences relating to children and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. Where an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

- **Accommodation**

Single, on-site accommodation may be available for this role.

- **Safeguarding**

The interview process will also explore issues relating to safeguarding and promoting the welfare of children. The appointment will be subject to the satisfactory outcome of Garda Vetting.

Expressions of interest and applications should be made to Ms Kate O'Donoghue, Human Resources, ([secretary@clongowes.net](mailto:secretary@clongowes.net)) to arrive **as soon as possible though no later than Friday 19th May 2023**. Due to the need to appoint without delay, we reserve the right to interview and appoint at any stage in the process. Interviews will be held via MS Teams/Zoom or on-site.

Clongowes Wood College SJ is an equal opportunities employer.

**May 2023**