

## SCHOOL CHAPLAIN

### POSITION DESCRIPTION

<b>REPORTS TO</b>	Principal Deputy Principal – Head of Senior School Heads of Blinkbonnie House and Raymond House
<b>DIRECT REPORTS</b>	NA
<b>KEY RELATIONSHIPS</b>	Lowther Hall staff and students The Anglican Church Parents Wider Lowther Hall Community
<b>PURPOSE</b>	The School Chaplain provides spiritual leadership and pastoral care for the school community, nurturing the spiritual wellbeing of students, staff and families. Working within the Anglican tradition, the Chaplain plays a central role in fostering a supportive and inclusive environment that reflects the schools Christian ethos.
<b>ENVIRONMENT</b>	This is a 12 month fixed term 0.5FTE position, 2.5 days per week

### KEY AREAS OF RESPONSIBILITY

#### CHAPLAIN DUTIES

- Lead the worship life of the School, including Chapel Services, Eucharist's and special religious ceremonies
- Encourage spiritual growth and understanding among students, staff and the broader school community
- Provide faith-based guidance and support that aligns with the Anglican tradition respecting the diverse beliefs of the school community
- Act as a spiritual leader and representative of the Anglican Church within the school community
- Work collaboratively with the school's leadership team to uphold and promote the school's Anglican ethos
- Mentor and support students in their leadership roles within chapel and community service activities
- Lead the Social Justice Activities and projects within the school, in consultation with the School Executive and in partnership with designated girls, staff and parents.
- Prepare students for baptism and confirmations as required
- Minister to the School community – the girls and their families, staff and the wider school community
- Support other members of the School's pastoral care team in the care of individual student, staff and their families
- Participate actively in the wider school program
- Liaise as necessary with local parishes and the Anglican Diocese of Melbourne

- Be available on call to assist with the response to crisis situations
- Liaise with parents and key pastoral staff regarding student wellbeing concerns
- Maintain accurate and confidential information and records
- Support the smooth running of the Girls' Voices of the Cathedral Choir (including attending Wednesday night Evensong services).

## VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

## TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Ordination in the Anglican Church and a licence to officiate as Chaplain within the Diocese
- Expertise and experience in leading worship
- Expertise and experience in ministering
- Theological training and a degree in theology or related field
- Experience in pastoral care, ideally within an educational or youth focused environment
- Proven ability to lead inspiring worship and deliver meaningful sermons



- A deep understanding of the challenges of young people and their families
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

## **PERSONAL ATTRIBUTES**

- Sound judgement with regards to people and situations
- Compassionate
- Commitment to upholding the values and teachings of the Anglican Church
- Cultural sensitivity and respect for diverse beliefs and traditions
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

