

POSITION DESCRIPTION

College Chaplain



About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values. The College has an open enrolment policy and educates children from many denominations and faith backgrounds. It has a strong sense of inclusivity and a community focus. The Gospel values are central to all that we seek to do.

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS			
Department:	Pastoral Care	Location:	Primary and Secondary Campus
Position reports to:	Principal and Archbishop of Brisbane through Bishop Southern Region		
Positions reporting to this role:	Nil		
Status:	Contract		
Academic Qualifications required:	Accredited qualifications in Theology, Professional qualifications in Education and Licensed by the Archbishop of Brisbane.		
Required experience:	Demonstrated experience within a similar environment.		

Purpose of the position

The College Chaplain has a vital role in nurturing and sustaining the Christian ethos of the College and building a powerful and positive sense of community in the Anglican tradition. They will sustain and encourage the relationship between the College and local Anglican parishes. The College Chaplain is a senior position reporting to the Principal for operational purposes.

The College Chaplain is responsible for ensuring St John's Anglican College is actively engaged in supporting and implementing the *Vision for Anglican Schools in the Diocese of Brisbane*.

Duty of Care

The Chaplain will contribute to the College's duty of care for both staff, parents and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Leadership and Management staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Supportive of the effectiveness of the Senior Leadership Team
- Maintainers of confidentiality of the team
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY

The College Chaplain is responsible for meeting the following professional responsibilities. These responsibilities should be read within the context of the Statement of Principles of Leaders and Managers below.

Chaplaincy:

- Ensure the College's Anglican ethos and traditions are upheld.
- Create and coordinate Chapel services for students and staff on all campuses, including opportunities to celebrate the Eucharist, recognise Christian festivals and the seasons of the Church.
- Ensure worship opportunities are meaningful and age appropriate.
- Train and oversee students assisting with Chapel services.
- Create and coordinate meaningful experiences for quietness, reflection and meditation.
- Provide daily prayer opportunities for students and teachers.
- Encourage development of liturgical music program.

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	<ul style="list-style-type: none"> • Offer or coordinate in association with local parishes the offering of sacraments and rites of the Anglican Church such as baptism, confirmation, admission to communion. • Oversee, purchase and maintenance of Chapel resources and manage chaplaincy budget. • Undertake ongoing strategic review and evaluation in matters relating to Chaplaincy and College culture, providing advice to the Principal for improvement.
Student and Staff Pastoral Care:	<ul style="list-style-type: none"> • Support the College's pastoral care program by providing pastoral and spiritual support to students, staff or families. • Provide guidance to students on issues concerning human relationships. • Assist staff in the provision of student welfare services. • Offer students' families pastoral care in their times of crisis and need. • Provide continuity and ongoing support for individual students and staff where necessary. • Be aware of and implement the College's Student Protection Protocols (Anglican Church Southern Queensland – Student Protection – Policy and Procedures) for outsourcing student counselling.
Curriculum:	<ul style="list-style-type: none"> • Support staff in integrating the Christian ethos and Anglican identity into the College culture. • Support staff in developing and teaching the Religious and Values Education Program for all students. • Support and advise staff on the integration of aspects of the Christian faith and spiritual literacy into their teaching and class activities. • Provide guidance on curriculum, selection of resources, assessment and reporting in Religious and Values Education. • Encourage staff faith formation and professional development.
Community Engagement:	<ul style="list-style-type: none"> • Encourage and promote student involvement in social justice and other activities organized through the Diocese and other welfare agencies. • Build relationships with local parishes and attend some Deanery and Regional conferences and meetings, clergy retreats and meetings of Synod. • Maintain Chaplaincy networks and participate in Byam Roberts community and other professional networks. • Maintain understanding of current trends, developments and recommendations within Religious and Values Education. • By mutual agreement attend Anglican Schools Commission conferences and clergy retreats and conferences. • By mutual agreement attend State and National Conferences e.g. AASN or AARE Conferences.
Compliance:	<ul style="list-style-type: none"> • Know, understand, apply and abide by all requirements of the Anglican Church Southern Queensland – Student Protection Policy and Procedure Framework. • Contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety Act and relevant College policies and procedures.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following qualities.

Personal Qualities:	<ul style="list-style-type: none">• An open and warm personality which demonstrates a loving concern for others and enjoys working with children.• Pastoral skills and understandings which will enable them to exercise pastoral care both for young people and adults.• A degree of maturity of Christian faith which will give integrity to their ministry with students, staff and parents.• A readiness to work in a team situation.• Demonstrated organizational and time management skills.• Interpersonal skills of a high order, particularly in motivating young people.• Personal sense of initiative, energy and enthusiasm.• Demonstrated interest in ongoing professional development.
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St John's Anglican College Statement of Principles of Leaders and Managers

The College believes that success as leaders and managers requires:

- A growth mindset
- A positive and proactive approach
- Social competence, including empathy, interpersonal skills and the capacity to motivate others
- The ability to delegate, encourage and empower others
- The ability to use a variety of decision making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff
- The ability to communicate the vision and to generate ideas and strategies to support its implementation
- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- Personal qualities including integrity, resilience, and good humour
- The ability to manage stress and live a balanced life

Effective leadership and management at the College will therefore involve:

- Modelling the College's Christian values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Managing processes for employee's induction, supervision, professionalism, review and development and welfare

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- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures regularly for improvement and to protect the College legally
- Developing operational plans which support the implementation and regular review of the achievement of strategies and actions
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to teaching positions must have current registration with the Queensland College of Teachers and the ability to maintain their registration in accordance with the *Education (Queensland College of Teachers) Act 2005*.
- People appointed to administration or support positions must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.