



# Churchie.

## POSITION DESCRIPTION AND SELECTION CRITERIA

|                            |                       |
|----------------------------|-----------------------|
| <b>Position Title:</b>     | Senior Chaplain       |
| <b>Department:</b>         | Executive             |
| <b>Reports To:</b>         | Headmaster            |
| <b>Type of Employment:</b> | Full-Time, Fixed-Term |
| <b>Date:</b>               | February 2021         |

## BACKGROUND

### Organisational Environment

The Anglican Church Grammar School (the School) is an independent School for day boys and boarders with 1830 students from Reception to Year 12. There are 540 boys in the Preparatory School and 1,290 in the Senior School. Boarding is an important part of the life of the School with approximately 150 boys from years 7 to 12 accommodated at the School. The School employs around 250 staff.

Since its inception in 1912 the School has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education program: academic excellence, spiritual awareness, personal growth and service. The School's academic program has implemented the latest National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programs that facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, the School participates in a range of academic, sporting and cultural competitions against other long-standing schools in South East Queensland.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

## Primary Purpose of Position

The Senior Chaplain will minister, through Word and Sacraments, according to the rites and traditions of the Anglican Church of Australia, and licensed by the Archbishop of Brisbane, to students, staff, and the wider community of the Anglican Church Grammar School.

This role is one of leadership and oversight of the School's spiritual tone, expression of Christian faith and development and overseeing the pastoral care of all members of the School community, in collaboration with the Headmaster. The Senior Chaplain will also contribute to developing and sustaining strong links with the Anglican Church of Southern Queensland

## Key Accountabilities

| Description  | Performance Criteria  |
|--|---|
| <b>Pastoral Care</b>   |   |
| Participate in the Schools Pastoral Care program   | <ul style="list-style-type: none"> <li>• School's Pastoral Caregivers work co-operatively as a team</li> <li>• Pastoral needs of members of the School Community are proactively identified and supported in a timely and compassionate manner</li> <li>• Pastoral care structures are maintained and supported</li> <li>• Professional support networks identified and maintained</li> </ul>   |
| Provide pastoral ministry and spiritual support for teaching and non-teaching staff, one-to-one or group   |   |
| Offer prayers for, and with, the School community  |   |
| Contribute to the pastoral care support for the parent body  |   |
| Refer students, families and staff to other internal support personnel when appropriate.   |   |
| <b>Liturgy and Spirituality</b>  |   |
| Create and coordinate worship experiences and Chapel services for students, staff parents and Old Boys   | <ul style="list-style-type: none"> <li>• A comprehensive annual schedule of Chapel services and related activities is developed and supported, consistent with expectations of an Anglican School and the spiritual tenet of the School</li> <li>• Spiritual leadership is provided and evident at all School events</li> <li>• Services are offered frequently to support a range of needs including baptisms, marriages, funerals and confirmations</li> <li>• Sacristans are supported and nurtured to make a positive contribution to the spiritual life of the School and as a role model for other students</li> <li>• Chaplaincy services are prominent and accessible to the School community.</li> </ul> |
| Create and coordinate meaningful experiences for quietness and reflection, meditative times which draw on the creative arts, opportunities to appreciate and enjoy the natural environment |   |
| Participate in weekly School assemblies  |   |
| Organise and conduct special School services and family services   |   |
| Prepare candidates for Baptism, Admission to Holy Communion and Confirmation   |   |
| Conduct preparation for, and pastoral services of, Baptism, Marriages and Funerals   |   |
| Train and oversee students appointed as Chapel Sacristans/Servers  |   |
| Develop and maintain the liturgical music program  |   |
| Oversee use and maintenance of the Chapel  |   |
| Work cooperatively and collaboratively with the Chaplaincy Team to develop whole of School worship experiences.  |   |

| <b>Academic Program</b>  |  |
|--|--|
| Teach RE classes in accordance with the policies and directions of the School and teach in a specified area as required  | <ul style="list-style-type: none"> <li>• The RE academic programme complies with both academic and church requirements as well as evidencing rigour and quality</li> <li>• The RE team is well supported and there is evidence of suitable and robust PD being accessed regularly</li> <li>• Students engage and recognise the RE team and Senior Chaplain as role models</li> </ul> |
| Assist the Head of Faculty to select and maintain appropriate textual and AV resources to aid in the delivery of the Religious Education program                     |  |
| Participate in professional learning opportunities to strengthen teaching strategies and student learning outcomes and clergy/diocesan relationships                 |  |
| Provide support and advice for staff in the integration of aspects of the Christian faith and spiritual literacy into their day to day teaching and class activities |  |
| Establish and maintain a close collaborative relationship with the Head of Faculty – Religious Education and support the Faculty members.                            |  |

| <b>School Ethos and Mission</b>  |  |
|--|--|
| Contribute to the Chaplaincy team in building the spiritual ethos and Anglican identity of the School                              | <ul style="list-style-type: none"> <li>• The School is clearly identifiable as an Anglican School</li> <li>• The Senior Chaplain is available and accessible to the School community</li> <li>• Members of the School community actively seek support and spiritual guidance</li> <li>• Regular and meaningful communication is evident between the School and Diocese/Cathedral.</li> </ul> |
| Be a Christian presence by attending regular events in the School community  |  |
| Lead and encourage the spiritual journey for members of the School community   |  |
| Share with the Chaplaincy team in developing Christian groups within the School  |  |
| Together with the Headmaster, support and encourage the staff in the development of a Christian community                          |  |
| To actively and strongly support the School's strategy to foster exemplary relationships with the Diocese and St John's Cathedral. |  |
| <b>Other</b>   |  |
| To participate in some area of co-curricular activity  | <ul style="list-style-type: none"> <li>• The Senior Chaplain is directly engaged in the breadth of School life including co-curricular</li> <li>• The Headmaster regularly receives updates and data regarding the activities included in these Key Accountabilities</li> </ul>  |
| Prepare reports for the Headmaster   |  |
| From time to time additional duties may be required by the Headmaster  |  |

## SELECTION CRITERIA

Senior School Chaplain in all cases is to be licensed by the Archbishop and should also have:

| Qualifications/Experience   | Skills and Abilities  |
|---|---|
| <ul style="list-style-type: none"> <li>• University Degree or professionally recognised qualification in theology and pastoral ministry. Formal qualifications in Education (teacher) and eligible to be registered by the QCT would be highly regarded.</li> <li>• Chaplaincy experience in a school context or other environments involving extensive work with young people.</li> <li>• Previous experience in the successful delivery of pastoral and curriculum related activities in a School.</li> <li>• Holds a current Working with Children check</li> <li>• Experience in reporting and managing as part of a senior team and also to Council, as well as influencing key decisions by providing strong evidence for recommended decisions</li> <li>• Demonstrate a genuine commitment to the School's values and philosophy and to preserve its traditions, while also articulating an appropriate vision for the future</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership: Uses appropriate methods, skills and styles to motivate staff, and build and maintain cooperative and productive relationships with parents, colleagues and other key stakeholders</li> <li>• Written and Oral Communication: Able to be well understood when communicating verbally, motivating audiences, listening effectively and presenting ideas clearly in person and in written form</li> <li>• Judgment and analyses: Able to identify critical issues, gather empirical evidence and reach sound conclusions in relation to key decisions pertaining to the position</li> <li>• Initiative: Takes and originates actions to achieve goals. Able to do more than what is specifically required. Proactive in identifying what is needed and then doing what needs to be done</li> <li>• Commitment to excellence: Skilled and committed leader with a passion for excellence and for every student to be able to achieve to their best potential</li> </ul> |

### Other Information

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these
- Staff must possess (or be eligible to obtain) a current Blue Card and/or maintain registration with the Queensland College of Teachers.

### Child Protection

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately.

### **Workplace Health and Safety**

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

## **ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

## **APPLICATION PROCESS**

Applicants should submit:

- A cover letter (1 to 1.5 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in the relevant activity.
- A Curriculum Vitae summary.
- The names, address and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria. (Please note: in the case of those applicants shortlisted for interview, the School may contact your current employer following the interview).
- Relevant Academic Transcripts/Records. (Please note: this is not your Graduating Certificate).
- A copy of your Queensland College of Teachers registration (where applicable).