



TRINITY
GRAMMAR
SCHOOL, KEW

Senior Chaplain

- Full time and ongoing position
- Commencing 2022
- Key role within the Trinity Grammar School Community

About Trinity Grammar School

One of Australia's leading independent schools for boys, Trinity Grammar School, Kew is renowned for its innovation in pedagogy, exceptional teaching and facilities. We offer broad curricular and co-curricular programs and are committed to the highest levels of student wellbeing.

Staff who work at Trinity Grammar School are provided with genuine opportunities for career growth and progression in their field of work and enjoy excellent standards in relation to their working environment and conditions of employment.

The Position

We invite suitably experienced and qualified candidates to apply for this position. The role of the Senior Chaplain is to ensure the overall pastoral and spiritual care of our School community. This includes fostering links between Chaplaincy, Religious Education, Counselling, Enhanced Learning, Personal Development and Outreach. As the licensed cleric of the School, the Senior Chaplain also fosters links with the Anglican Diocese of Melbourne and with the Archbishop, St Paul's Cathedral and Holy Trinity Kew and acts as the School's representative at Deanery and Synod levels. The Senior Chaplain works closely with the Principal on issues of care in the School and the promotion of the School's Anglican identity.

Commencing from the start of 2022, this role requires a Priest with a minimum of 5 years' experience. Also, experience in the school education sector would be preferable and advantageous.

Please refer to the attached **position description** for a more detailed outline of this role's responsibilities and associated performance outcomes.

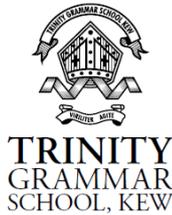
Please send applications to: employment@trinity.vic.edu.au

Applications Close: 4 August 2021

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected and fostered and is committed to ensuring child safety. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with this commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.

Trinity requires all employees to have a *Working with Children Check* or *VIT registration*, to comply with its Code of Conduct, and to complete regular training in child protection matters.



Position Description

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Senior Chaplain
Award	Educational Services (Teachers) Award 2020
Reports to	Principal

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All employees at Trinity Grammar School are required to:

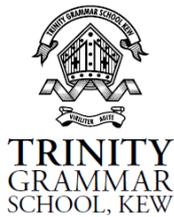
- Have a current Working with Children Check or VIT registration.
- Complete all mandatory reporting training and education about child safety.
- Adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures.
- Report suspected cases of child abuse in accordance with the School's policies.

Position Summary

The purpose of the Senior Chaplain is to ensure the overall pastoral and spiritual care of the School community. This includes fostering links between Chaplaincy, Religious Education, Counselling, Enhanced Learning, Personal Development and Outreach. As the licensed cleric of the School, the Senior Chaplain also fosters links with the Anglican Diocese of Melbourne and with the Archbishop, St Paul's Cathedral and Holy Trinity Kew and acts as the School's representative at Deanery and Synod levels. The Senior Chaplain works closely with the Principal on issues of care in the School and the promotion of the School's Anglican identity.

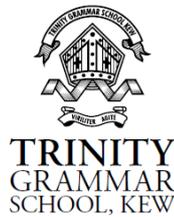
Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, cocurricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.



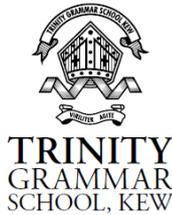
Position Description

Responsibilities	Outcomes
Staff Member and Leader	
To promote and enable the Trinity Strategic Vision	The Aspiration and Guiding Principles of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Trinity GS
Provide students with a child-safe environment	<p>A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety</p> <p>Be familiar with and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety</p>
To inspire, motivate and grow a positive and collaborative learning culture across the School community	<p>An environment of professional trust, empowerment and learning is fostered</p> <p>Observable professional behaviour and professional courtesy is modelled at all times</p> <p>A culture of high expectations and standards is evident in staff work practices and behaviours</p> <p>The Senior Chaplain has an active and visible presence within the School community. They</p> <ul style="list-style-type: none"> • remain informed in all areas of School life • work effectively with all members of the community • provide pastoral and spiritual care to the School community • contribute to decision-making processes within the School
To enact a shared understanding of outstanding leadership practices	<p>Leaders engage in behaviours that reflect a shared understanding of outstanding leadership practice</p> <p>Leaders collaborate and support each other</p> <p>Leaders proactively seek feedback from all stakeholders and intentionally reflect on their strengths and opportunities for growth.</p> <p>Leaders share their learning about their impact</p>
Chaplaincy and Spiritual Development	
<ul style="list-style-type: none"> • Oversight and responsibility for the ministry of chaplaincy in the whole school, delegating as appropriate. • Pastoral care of the whole School community 	<ul style="list-style-type: none"> • Pastoral care is effective in meeting the needs of a diverse community • Chapel liturgy and Chapel music is regularly reviewed • Communication with the School community is regular and effective



Position Description

<ul style="list-style-type: none"> • Conduct Chapel at various year levels throughout the week. • Conduct special assemblies and services at the School (e.g. Easter, Carol Services etc) • Conduct the pastoral services of Marriage, Baptism and Funerals as requested. • Provide pastoral counselling to staff, students and wider school community. In particular those seeking Baptism, Marriage and Burial. • Liaise with Diocese of Melbourne, St Pauls Cathedral and Holy Trinity Kew on all school related issues. • Attend Diocesan events and meet Professional Standards obligations • Attend Chaplains in Anglican Schools meetings 	<ul style="list-style-type: none"> • Professional, personal and spiritual development opportunities are provided and promoted to staff • All religious services are thoroughly prepared for incorporating well written sermons and presentations. Logistical arrangements well organised in advance of all services. • Preparation and guidance is provided to couples and candidates preparing for Marriage and Baptism • Records of all counselling sessions, marriages, baptisms, confirmations and burials are maintained in accordance with compliance requirements • Diocesan events are attended and professional standards obligations are met and maintained • Strong relationships with the Anglican Diocese of Melbourne, St Pauls Cathedral and Holy Trinity Kew are evident, maintained and fostered
<p>In School Teaching and Programs</p>	
<ul style="list-style-type: none"> • The Senior Chaplain has teaching responsibilities in the Religious Education and Personal Development faculties • To lead and manage all Chaplaincy staff and the Head of Religious Education 	<ul style="list-style-type: none"> • The Religious Education and Personal Development faculties are well managed, and programs meet student learning needs • Department budgets are prepared, submitted and administered as required • Highly effective teaching strategies are engaged in across the variety of year levels • Assessment and reporting practices are in accordance with School requirements
<p>Other Duties</p>	
<ul style="list-style-type: none"> • Supervise assistant curate as applicable • Organisation, management and maintenance of the Chapel • Attend various committee meetings at the invitation of the Principal • Projects as directed by the Principal 	<ul style="list-style-type: none"> • Assistant curates are appropriately supervised and supported • The fabric of the Chapel is well maintained, supplies and consumables are replenished, and booking are well managed • Other duties as required by the Principal are carried out effectively



Position Description

Qualifications

- Undergraduate or graduate qualifications in Theology, Education and Counselling, Social Work or Psychology

Experience

- A Priest with minimum 5 years' experience of ordained ministry
- 5 years' experience in education would be preferable

Skills

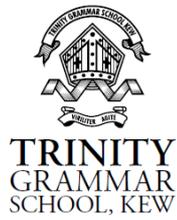
- A comprehensive knowledge of Christian theology and that of other religions
- Religious Education curriculum expertise and a proven ability to write curriculum
- Proven ability as a leader of public worship and pastoral liturgy (Marriage, Baptism and Funeral)
- Highly developed public speaking and teaching skills
- Excellent IT skills including proficient use of Microsoft office suite and its applications
- Working as part of a diverse team and working autonomously with limited supervision.
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships.
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools.
- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance
- Ability to champion and embody the School's values through conduct, performance and collegiality.

Key Working Relationships

- Principal
- Heads of School
- Heads of Years
- Senior Leadership Team
- School Psychology and Wellbeing Teams
- Current students and their families
- Old Trinity Grammarians
- Anglican diocese of Melbourne, St Pauls Cathedral and Holy Trinity Kew

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.



Position Description

Approval

Developed by	Office of Human Resources
Approved by	Principal
Approval date	June 2021
Next review date	June 2023