



ROLE DESCRIPTION

Role title:	School Chaplain
Reports to:	Principal
Direct Reports:	Students, Staff and the School Community
Role Description Review:	20 June 2022, Principal
Teaching Load	To be negotiated with the Principal.



School Chaplain

School's Vision Statement

A leading co-educational regional school, focused on developing the intellectual, creative, physical, emotional, and spiritual wellbeing of our students.

School's Mission Statement

Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

Main Duties and Responsibilities

The School Chaplain has a vital role in nurturing and sustaining the Christian and values-based ethos of the School, in an inclusive multi-faith community. He/she will work closely with the Principal and as required the Deputy Principal (Teaching and Learning), Deputy Principal (Pastoral/Head of Senior School), Head of Operations, Head of Boarding, Heads of House, Heads of Faculty, School Nurse and School Psychologist in providing opportunities for the spiritual, social and emotional well-being of the teaching and administrative staff and students and, when required, the wider community.

The Chaplain is responsible to the Principal and will demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

He/she is expected to participate in the life of Whitsunday Anglican School and attend meetings and events as required, both within the Chaplaincy role and the Head of Faculty Equivalent.

The Chaplain is licenced to the Bishop of North Queensland and has the *'authority to perform the office of Chaplain under the direction of the Principal Whitsunday Anglican School within our Diocese and jurisdiction, in reading the Common Prayers and performing other Ecclesiastical duties belonging to the said office according to the form prescribed in the Book of Common Prayer made and published by the authority of Parliament and the Commons and Constitutions in the behalf lawfully established and promulgated and not otherwise in any other manner'* (Given under the Seal of the See of North Queensland 01 May 2000.)

He/she is expected to participate in the life of the regional and North Queensland Diocesan Anglican Church and attend meetings and events as required. Spiritual support for the Chaplain is available from the Archdeacon of Mackay.

The Chaplain will be an academic leader of the School as a member of the Curriculum Leadership Team and will demonstrate the School's values and mission at all times.

They will work as a member of the Curriculum Leadership Team: enhancing the ethos of the School by example, supporting the Principal and the Deputy Principal (Teaching and Learning), contributing to the design and organisation of curriculum across the whole school. They will also implement policies made by the School Board and the Principal.

They are expected to participate in the life of Whitsunday Anglican School (WAS) and attend meetings and events as required, both within the Chaplaincy role and the Head of Department Equivalent.



Relevant Qualifications

- An ordained Priest in good standing in the Anglican Church
- Hold a theological degree from an accredited institution.
- Eligible to be granted a ministry licence by the Bishop of North Queensland
- Qualifications in Religious Education and/or teaching Christian Education/Pastoral Care will be considered advantageous.
- Proven successful experience in leading the improvement of learning outcomes in Christian Studies.
- Registration with Queensland College of Teachers.
- First Aid certificate.
- Demonstrated ability to collaborate and lead staff in the Christian Studies Department to create innovative programs which promote the Gospel of Jesus and engage and motivate students to consider the Christian faith.
- Proven successful experience in leading the improvement of learning outcomes in Christian Studies.
- Working with Children Certificate (Blue Card) or Exemption Card.

Specific Accountabilities

Liturgy and Spirituality

- Encourage and support the development of the Christian and spiritual life of staff, students and parents, as appropriate in an inclusive multi-faith community.
- Encourage and facilitate at all times the School values - Christianity (through Social responsibility); Tolerance (through respect); Excellence (through effort); Dignity (through tradition); and Trust (through cooperation).
- Provide timetabled sub-School Chapels for students to experience and appreciate the value of silence, meditation, worship and prayer.
- Assist the Head of Operations with liturgy for special Assemblies (Commissioning, ANZAC, Celebrate Whitsunday, Valedictory) and other School events.
- Prepare and lead the liturgy celebrating Ash Wednesday, Easter, Celebrate Whitsunday and Christmas, and other related worship services
- Assist with the planning of the liturgical aspects of key events including Student Leader Commissioning, Spirit of ANZAC, Remembrance Day and Valedictory.
- Lead assemblies and meetings in prayer.
- Prepare candidates for Baptism, Holy Communion and Confirmation.
- Lead and conduct the Pastoral services (Baptism, Marriage, Funeral, Memorial) as required and appropriate
- Co-ordinate the use and care of the School Chapel and resources
- Co-ordinate and lead Chapel services for the Senior the Junior Schools, and Booth House Boarders
- Participate in School Assemblies - Whole School and sub-School.
- Care for the fabric and dignity of the Chapel and resources required for the services.
- Where appropriate to work with the wider Anglican community including the Mackay Anglican Cluster.
- Participate in activities of Diocese of North Queensland as directed by the Bishop of North Queensland.
- Provide opportunity for the staff and students to represent the School and experience worship at community liturgical events (World Day of Prayer Service, National Day of Thanks).
- Provide opportunity for staff and students to recognise multiculturalism and Traditional Owners of Country, including by coordinating and supporting activities in line with key events (National Reconciliation Week, NAIDOC Week etc.).
- Provide Spiritual Leadership, compassion and direction for the School and wider School Community in consultation with the School Principal.

Pastoral Care

- Liaise openly with the Principal and staff, especially with regard to student pastoral care.
- Be available for pastoral care to students, parents and staff as Priest to the School community in liaison with the Principal and the Executive Team.
- Visit students, parents and staff during serious illness or other times of particular pastoral need.
- Mentor the Chapel Captains.

Life of the School

- Be willing and able to participate in the Outdoor Education programme which will involve some overnight work away from the School Campus.
- Be involved in the daily life of the School Calendar and attend School events.

The local Anglican community

- Encourage a healthy School / Ministry Unit relationship.
- As the Chaplain to the School community, liaise with the Principal (and when needed the local clergy) regarding any requests from the School community past and present for Marriage and Funerals.
- Attend North Queensland Synod at the invitation of the Bishop.
- Attend Deanery meetings when available.
- Be available to attend the annual Clergy Retreat and other Diocesan events as directed by the North Queensland Bishop, and in liaison with the Principal.
- Keep the Principal informed of trends, developments and recommendations within the Church in general.

Other aspects of the role

- Prepare articles for Spiritus and School Newsletter.
- Attend professional development opportunities such BYAM Roberts (Southern Queensland Anglican Chaplains), Anglican Schools Association, Anglican Schools Commission and other relevant professional development networks.
- Provide knowledge and insight into Spirituality and Anglicanism to the whole school, faculties, staff and students when required.
- Network, establish and maintain positive relationships with other school Chaplains.
- Develop and maintain relationships with the wider Mackay religious community.
- Attend staff meetings.
- Carry out duties which the Principal may delegate from time to time.

ACADEMIC EXCELLENCE THROUGH TEACHING AND LEARNING

1. *Instructional Leadership*

- Be an outstanding classroom teacher, as evidenced by the AITSL Professional Standards for Teachers, and serve as a model for colleagues through professional practice.
- Lead quality teaching across the Department.
- Produce exemplary teaching resources, to inspire and lead colleagues in their own teaching.
- Offer colleagues an opportunity to observe his/her own classroom practice on a regular basis.
- Conduct regular Department meetings to ensure that Department members are informed about School curriculum matters and progress Department agenda.
- Attend and actively participate in Curriculum Leadership Team meetings with a focus on improving systems and processes; exploring new opportunities for students to both excel and be recognised; and sustain collegial relationships with those on the Heads of Faculty and Deans team.

- Develop and manage an annual Department budget.

2. Curriculum Development

- Use Whitsunday Anglican School's pedagogical framework as the basis for rigorous and leading units of work in all classes in the Department.
- Ensure all content on WAS's Learning Management System, Spiritus, is current, quality-assured and is accessible at the right times to the correct audiences.
- Establish and maintain links with the Junior School to ensure the smooth transition in curriculum across Years P-12.

3. Teacher Development

- Develop annual Department Goals for the Deputy Principal (Teaching & Learning) that are aligned to the School's strategic imperatives.
- Meet with all staff in the Department to set personal and professional goals for the coming year as part of the Australian Teacher Performance Development Framework (ATPDF), including an analysis of Professional Development needs.
- Supervise the induction of all beginning teachers and new teachers within the Department, which may need to take place outside of Term time.
- Engage in the School's appraisal process and act as an appraiser in the WAS's Teacher Appraisal process as delegated by the Deputy Principal (Teaching & Learning)
- Liaise with the Deputy Principal (Teaching & Learning) during the timetabling process.
- Participate on interview panels as appropriate and as directed by the Deputy Principal (Teaching & Learning) and Human Resources.
- Engage in professional conversations to identify professional development needs of the Department and advocate on their behalf.
- Consider submissions by Department colleagues for professional development and in-service opportunities ensuring that those supported align with School and Department strategic directions and/or operational imperatives, ensuring that classes are not adversely impacted by the absence.

4. Assessment and Reporting Quality Assurance

- Supervise the production of all assessment items produced in the Department.
- Sign-off on the completion and accuracy of Academic Reports in the subjects in the Department.

5. Communication and feedback

- Maintain a written record of Department meetings to circulate to the Deputy Principal (Teaching & Learning).
- Ensure that all communication (verbal, email, letters) is appropriately helpful and professional; engage in school-based and local professional forums and ensure that the Deputy Principal (Teaching & Learning) is briefed on matters of import in a timely manner.
- Respond to parent communications in a timely and professional manner by appointment, email or telephone, seeking to understand the specific situation of each student to inform better management of the student as an individual.
- Be visible and active in classes during unscheduled teaching periods to monitor and support staff in the Department, informally monitoring delivery of curriculum and implementation of school initiatives.
- Be visible and active in classes during unscheduled teaching periods to informally connect with students in the subject, monitor and manage as necessary the adherence of the students to the stated Behavioural and Learning Values of WAS.

Professional Development

- Membership of BYAM Roberts Chaplain Service hosted by Southern Queensland Anglican Schools
- Attendance of Diocese of North Queensland Synod, NQ Clergy Conferences, NQ Clergy Retreats
- Attendance of Mackay and District Area Deanery Meetings
- Membership of GFS – An Anglican Ministry (Kidsplus) and regular leader training
- Attend National, Provincial and Diocesan meetings and leader training
- Attend other Professional development as required in consultation with the Deputy Principal (Teaching and Learning) and/or Principal

Community Service

- Participate in and support Community Service initiatives at the School.

Other

- Perform other such duties as are required by the Principal from time to time.
- Perform other such duties as are required by the Bishop from time to time.

PERSONAL PORTFOLIO (STRATEGIC DIRECTION DRIVERS)

Strategic Imperatives

The Chaplain is accountable for the leadership and management of the Christian Education Department. As a leading academic institution, the Chaplain recognises that scholarly pursuits and academic attainment lie at the core of our School and that our students will need to be well prepared to compete in a global community where agility, innovation and emotional intelligence will be paramount.

Student Learning And Teaching

- Instilling the attitude in all that excellence is about achieving one's personal best
- Encourage value commitment, success and the capacity to stand fast in the face of adversity
- Fostering the traditions of the community and the school

Global Citizenship And Pastoral Care

- Aspects Being Anglican in the life of the school and wider community
- Foster the Christian foundations of the school

Character And Leadership Learning

- Providing leadership opportunities through enhancing activities and experiences

Innovation

- Assisting in the provision of a Christian environment, in the Anglican tradition, in the daily operations (prayers and seasonal leaflets)

Community Engagement

- Sharing in information and events with local clergy
- Informing the Principal of special Anglican events and happenings
- Being a leading presence of Faith, Spirituality and Anglicanism of the School Community

A Balanced Approach

- Providing leadership opportunities through enhancing activities and experiences.
- Assisting in the provision of a Christian environment, in the Anglican tradition, in the daily operations.

Staff Agreement

All staff agree to follow and abide by all School Staff and Community related policies and procedures (including though not limited to: Staff Code of Conduct, Student Protection, Work Health & Safety, etc.). All staff are required to conduct themselves in a manner that respects the Whitsunday Anglican School Staff responsibilities as found in Appendix B.

Child Protection

All employees of Whitsunday Anglican School 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.

Acknowledgement

I have received, reviewed, and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I agree that I will abide by and be aware of all School staff and community policies and procedures.

Employee Name _____ Date _____

Employee Signature _____