

## JOB DESCRIPTION

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| <b>Job Title:</b>             | Chaplain   |
| <b>Job Type:</b>              | Part-time (0.4 FTE or 2 days week)   |
| <b>Salary Classification:</b> | NT Christian Schools AO2,3 – AO2,4 scale   |
| <b>2017 Salary Rate:</b>      | \$22.68 - \$24.37 per hour (10 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary. |
| <b>School/Entity:</b>         | Palmerston Christian School  |
| <b>Responsible to:</b>        | Principal  |
| <b>Date Advertised:</b>       | November 2017  |

### Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

### General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

### Role of the Chaplain

The following is a list of potential roles for a chaplain, however this will require some editing and negotiation once an appointment is made:

- Work as a member of the School staff, reporting to the Principal.
- Be available to advise staff and students in matters of Christian faith and practice, relating to the school community.
- Assist and encourage students in their exploration of spiritual matters.
- Provide pastoral care to students in the role of a youth worker and be a positive adult role model.
- Provide counsel and advice upon request to parents regarding the welfare of their children - be they current or prospective students of the school.

- Liaise with Church organisations and Christian groups on behalf of the school in consultation with the Principal and liaise with youth agencies in the wider community
- Be available to be involved in school programs as directed by the Principal or agreed through welfare teams at the school. (e.g. assemblies, camps, lunch time activities etc)

**Selection Criteria:**

- Demonstrate Christian character and commitment.
- Demonstrate an ability to express your faith openly whilst remaining sensitive to the religious and cultural beliefs of others.
- A demonstrated understanding of the theories and practicalities involved in providing pastoral care within a school community.
- A proven ability to work effectively with youth/children and a broad understanding of youth/children and issues affecting them.
- Proven experience in the development and delivery of educational programs.
- A demonstrated ability to communicate with a range of people in a range of settings.
- A demonstrated ability to work both as a member of a team and independently.
- Perform other duties as required and directed by the Principal.

**Desirable Qualifications:**

- Qualifications in theology, education, social work and/or counselling
- Bus driver's licence
- Senior First Aid Certificate
- Training in Mandatory Notification

**Essential Qualifications:**

- Working with Children Clearance (Ochre card)
- Recent Police Clearance (within the last 12 months)
- Completed Certificate IV in Youth Work or Pastoral Care, including units of competency in mental health and making appropriate referrals

**Experience:**

**Essential** – Applicants must have experience in:

- working with young people
- working as a member of a team
- supporting people directly or through programs
- working ecumenically (or be able to demonstrate an understanding of and commitment to ecumenism)
- responding appropriately to individuals with personal difficulties

**Desirable** – Applicants may also have experience in:

- counselling and supporting young people and their families to seek help effectively
- experience in and understanding of the special needs of indigenous people

**Knowledge:**

**Essential** – Applicants must have knowledge of:

- the characteristics and needs of young people
- current social, community and educational issues related to young people and their families
- ethical decision-making processes.
- professional disclosure and confidentiality requirements

**Desirable** – Applicants may also have knowledge of:

- counselling procedures and techniques

**Personal Skills and Abilities**

Applicants must demonstrate their ability to:

- communicate effectively with young people and adults
- interact effectively with people who hold different beliefs and values
- work collaboratively and act within the boundaries of the position
- show initiative / be self-motivated
- use organisational skills
- analyse situations and respond effectively and ethically
- listen actively and empathetically

**Addendum**

**Code of Conduct for school chaplains under the  
*National School Chaplaincy Programme***

The school chaplain will:

1. Recognize, respect and affirm the authority of the school principal and/or school governing body, and will work in consultation with them.
2. Respect the rights of parents/guardians to ensure the religious and moral education of their children is in line with their own convictions.
3. Adhere to all relevant Commonwealth, state or territory policy and legislation, including that concerning privacy and confidentiality.
4. Contribute to a supportive, inclusive and caring learning environment within the school.
5. Avoid physical contact with a student unless it is strictly necessary, for example, where a student is injured.
6. Not put him or herself, or allow him or herself, to be placed in a compromising situation recognizing that there are circumstances where confidentiality may be sought by the child.
7. Where information is provided about the support and services available in community groups, including religious groups and in the broader community, this information must be accurate and impartial.
8. Act as a reference point for students, staff and other members of the school community on religious, spiritual issues, values, human relationships and wellbeing issues. This includes providing support for grief, family breakdown and other crisis situations. In doing this, a school chaplain will:
  - a) respect, accept and be sensitive to other people's views, values and beliefs that may be different from his or her own;
  - b) uphold a parent/guardian and individual's right to choose their beliefs and values;

- c) demonstrate respect for and sensitivity to the diversity of cultures within their school and local communities;
  - d) avoid using theological terminology and language which assumes people have the same beliefs;
  - e) actively discourage any form of harassment or discrimination on the grounds of religious ideology or doctrine;
  - f) under certain circumstances, refer a child to a chaplain which is in accordance with their own beliefs and values.
9. Acknowledge that proselytizing by a school chaplain on behalf of any one group or denomination is not appropriate within a school environment.
10. Will not perform professional or religious services for which they are not qualified.
11. Adhere to the Guidelines of the *National School Chaplaincy Programme*.