



# TIGS

The Illawarra Grammar School

Academic • Christian • Caring

## JOB DESCRIPTION

<b>Position:</b>	Assistant Chaplain (Female)
<b>Appointed by:</b>	The Headmaster/School Council
<b>Responsible to:</b>	The Headmaster
<b>Report Directly to:</b>	The Chaplain
<b>Hours:</b>	Full-time
<b>Effective Date:</b>	Term I, 2018

### Overview:

The Illawarra Grammar School is an Anglican preparatory to Year 12, coeducational day school that encourages the maximum development of each student spiritually, academically, socially and physically.

The School environment is designed to encourage the student to establish a personal relationship with God, with other students and with staff. The School in co-operation with parents encourages each student to pursue the highest level of academic excellence, personal achievement and fulfilment of which each is capable. It encourages students to be individuals whose personal growth is maximised in order that they may become contributing members of the community.

The School's Mission Statement reads...

"The achievement of *academic* excellence in a *caring* environment that is founded on *Christian* belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of the School's Mission and Values Statement is essential.

TIGS became an IB World School in 2012 and the School is accredited to teach across the 3 programmes (PYP, MYP and DP) of the International Baccalaureate Organisation (IBO). The DP is offered as an alternative to the School's successful HSC programme.

**Function:**

Under the supervision of the Headmaster, the Assistant Chaplain will assist the Chaplain in providing for the spiritual development of students and spiritual advice to the School community.

**Duties:**

- Model authentic Christian discipleship and character
- Teach Biblical Studies from Prep to 12 with a focus on Years 3-8
- Participate in the development of Biblical Studies curriculum
- Assist with the integration of a Christian worldview across the curriculum
- Involvement in Chapel in the Junior and Senior Schools including preparing and delivering chapel talks
- Pastoral care and spiritual counsel to all students with a focus on girls
- Involvement in voluntary Christian groups in the School
- Discipleship training for students
- Pastoral care of Staff, especially female members of staff
- Some involvement in School camps
- Assist in the development of service and mission programs
- Assist the Chaplain as required
- Undertake other duties relevant to the position when required as directed by the Headmaster

**Education and Experience:**

- Formal theological training
- University/Tertiary teaching qualification
- Demonstrated teaching experience and ability
- Active involvement in the life of a local Church

**Knowledge and Abilities:**

- Good working knowledge of the Bible and an acceptance of its authority for life and faith
- Ability to apply a Christian worldview to all teaching and learning
- Effective communicator to students, staff and parents both orally and in writing
- Pastorally minded
- Committed team player
- Strong time management skills
- Committed to the School's Mission and Values Statement

**Working Conditions:**

- This position will necessitate some out-of-hours work on weekends and evenings as required.
- Employment will be subject to the provisions of the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2017* or any industrial agreement that replaces that award.

S Kinsella  
Headmaster  
October 2017