



School Chaplain

Professional Duties Statement

Reports to:	Principal
Classification:	Full time (divided Junior School & Senior School)
Key Liaisons:	Members of the School Executive and Head of Humanities
Team:	Member of Student Wellbeing

Position Purpose

The School Chaplain is a priest of the Anglican Church of Australia. She or he is responsible to the Principal for leading, developing and enriching the Christian life of the St Hilda's community. The School Chaplain accepts significant responsibility for supporting members of the school community in achieving the School's purpose, vision and strategic goals. The School Chaplain is particularly responsible for providing leadership and guidance in all matters relating to the expression of the Christian faith within the School, and to the pastoral care of all members of the School community.

The School Chaplain works collaboratively with the members of the Student Wellbeing Team (Head of Junior School, Deputy Head of Junior School, Early Learning Coordinator), (Senior School - Dean of Student Wellbeing, School Psychologists and Heads of Year), Dean of Teaching and Learning and Dean of Staff in all matters relating to the development and provision of quality pastoral care programs to enhance student wellbeing and to fulfil the School's purpose to provide a vibrant school community that educates and inspires girls for life.

Requirements

- Holds recognised qualifications in theology and pastoral ministry.
- Chaplain experience within an educational environment.
- Previous experience in the successful delivery of pastoral and curriculum related activities in a school.
- Eligible for TRBWA registration if not a registered teacher in WA.
- Holds a current Working with Children Check.
- Current Police clearance.

Skills, Abilities and Personal Attributes

- Ability to reflect theologically and to teach and assist others to do the same.
- Capacity to lead, motivate and inspire others.
- Possess a vision for pastoral care of girls and young women.
- Proven ability and experience in providing timely needs and effective responses to students' pastoral care and behavioural needs.
- Ability and experience in building a nurturing school community and parent/student partnerships.
- Demonstrated commitment to and empathy with young people.
- Enthusiastically participate as a leader and member of a school community.
- Ability to work collaboratively and as part of a team.
- Proven interpersonal qualities and skills necessary for close cooperation with members of staff, parents, students and other members of the school community.
- Possess initiative, self-motivation, creative endeavour and a willingness to accept responsibility.
- Have a proven ability to actively participate in a working environment supporting quality human resource management practices including: employment equity, anti-discrimination, occupational health and safety, Diocesan professional standards and ethical behaviour.
- Organisational and administrative skills appropriate to managing effectively all aspects of School Chaplaincy.

KEY AREAS OF RESPONSIBILITY

- **Priest**
The School Chaplain is responsible for building the worshipping community through preaching, prayer and the sacraments.
- **Pastor**
The School Chaplain is responsible for caring for all members of the St Hilda's community through support, counselling, spiritual guidance and crisis support.
- **Teacher**
The School Chaplain is responsible for increasing knowledge of Anglican Christianity and for encouraging all to explore and deepen understanding of themselves and their faith.

SPECIFIC AREAS OF RESPONSIBILITY

Priest

- Organises the full range of services, according to *A Prayer Book for Australia*, by planning and leading school worship for all levels within the School for staff, students and parents.
- Organises and conducts services for the wider St Hilda's community including Old Scholar reunions, baptisms, weddings and funerals.
- Provides opportunities for students to experience and appreciate the value of silence, meditation, worship and prayer.

- Eucharist (Holy Communion) at major feasts and celebrations of the St Hilda's community and for specific groups within the School.
- Prepares couples for marriage and coordinates the use of the Chapel for such occasions.
- Development and oversight of the School's worship program. This will include the celebration of the Sacraments and the preaching of the Gospel.
- Be on call for pastoral emergencies.
- Provides supervision and training for Assistant Curate (Assistant Chaplain) if required.
- Ensures proper maintenance of the Chapel, its furnishings and fittings.
- Exemplifies a commitment to tradition and dignity with school life and worship.
- Preparation of and leadership of age-appropriate types of worship for various groups within the School during the school year, which might include:
 - Investiture of the Senior Student Leaders and Year 12 Student Body
 - Year Level Services
 - First Communion
 - Whole School Eucharists
 - Valedictory Eucharist
 - St Hilda's Day Eucharists
 - Ash Wednesday Services
 - Holy Week and Easter
 - Year Group and House Family Services
 - Year Group and House Chapels during Activities times
 - Staff Eucharists
- Provide supervision and training for the Junior School and Senior School Sacristans.
- Liaise with musicians and IT staff to ensure that worship is supported appropriately. Maintain good communication and working relationships with the Diocese and the Anglican Schools Commission.

Pastor

- The Spiritual wellbeing and development of each student.
- Builds relationships with students, staff and families.
- Contributes to the strengthening of St Hilda's as a community which lives out the love of Christ in the world.
- Coordinates community service.
- Participates in a range of cocurricular activities – specifically, attendance at bell-ringing practice.
- Attends major St Hilda's functions and significant sporting events.
- Provides a pastoral ministry of students and staff, as well as the extended school family. This will include home and hospital visits as necessary.
- Liaise with the Dean of Staff to assist with the induction of new staff into the faith heritage and ethos of the School.
- Liaison with the Principal/Dean of Student Wellbeing in matters relating to student welfare.

<ul style="list-style-type: none"> • Liaison with the Student Wellbeing Team in the development and provision of quality student wellbeing programs to enhance the spiritual, emotional, social and personal growth of each individual student.
Teacher
<ul style="list-style-type: none"> • Provides a range of opportunities for students to develop Anglican Christian values and ethical decision-making. • Ability to teach the Religious and Philosophical Studies (RAPS) program up to 0.3 allocation in the Junior and/or Senior School. • Liaises with the Head of Humanities and collaborates with the RAPS Department to teach the curriculum. • Develops and implements strategies for students to acquire an understanding of Christian beliefs about God as Father, Son and Holy Spirit. • Prepares students for Baptism, Confirmation and First Communion. • Any other teaching duties as reasonably required by the Principal.

This Professional Duties Statement attempts to capture duties indicative of the day to day role of the School Chaplain. Given the dynamic nature of the School, the Principal reserves the right to alter roles and responsibilities to suit the role at any point in time.

Employee Name: _____ Employee Signature: _____ Date: _____