



Position Description

Position	School Chaplain (NSCP)
Classification	Education Services Level 4
Reports to	Senior staff member as designated in letter of offer. The Principal may alter this reporting relationship at any time.
Supervises	No staff currently report to this position
Position Purpose	School Chaplains support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community. In this role, you are required to be fully aware and accepting of the College's Child Protection program and ensure the wellbeing and protection of every child in our care.
Qualifications/ Experience	<p>Current Working with Children Check in mandatory.</p> <p>Minimum: Cert IV in Youth Work, Pastoral Care or equivalent qualification (Education, Social Sciences/Counselling). Within the above minimum qualification or in addition too, applicants MUST have competency in the following units of study CHCCS016 Respond to client needs and CHCMHS001 Work with people with mental health issues or, equivalent units.</p> <p>The position of Chaplain is funded under the National School Chaplaincy Program. As such, a chaplain must be recognised through formal ordination, commissioning, recognised religious qualifications or endorsement by a recognised religious institution as per the Commonwealth Governments requirements. It is possible for a chaplain who does not have religious affiliation to be endorsed by a religious organisation.</p>

Key Accountabilities

Statutory Responsibilities	<p>This position is required to support the achievement of the College's mission and values together with the aims of the Strategic Plan:</p> <p>Values</p> <ul style="list-style-type: none"> • Faith • Excellence • Integrity • Respect • Perseverance • Humility <p>Mission</p> <p>King's College provides a caring Christian education to effectively prepare confident young people as lifelong learners, equipped to know and serve God in a changing world.</p> <p>This position is responsible for adhering to all legislative requirements as they pertain to the position.</p>
Commercial Management	No accountabilities for this position
Fiscal Management	Where this position is accountable for the management of any College funds, such management must be in accordance with operating guidelines as determined by the Business Manager or Principal.
Consultation and Communication	<p>This position is responsible for the development and maintenance of effective and positive relationships with students, staff and parents.</p> <p>All College employees are required to promote and maintain a positive College image and good community relations.</p>
Business Development and Innovation	No accountabilities for this position
Asset Management	The College must manage its resources to ensure optimum life. All employees are expected to assist the College to maintain resources provided for the delivery of educational and support services in a safe environment and in good order.
Risk Management	<p>This position is responsible and accountable for managing all elements of risk relating to the role.</p> <p>This position is responsible and accountable for directing any safety concerns to their Head of School or Business Manager immediately.</p>

Duties

Duties may include but are not confined to:

- Work as a member of the school's wellbeing team in the delivery of student wellbeing services
- Contribute to improving student engagement and connectedness
- Contribute to providing a safe and inclusive learning environment
- Provide pastoral care and guidance to students
- Use a restorative approach to resolving issues
- Uphold the College's Child Protection Program actively supporting the College's zero tolerance to all forms of harm to children.
- Be familiar with, and adhere to, the College's child protection policy and code of conduct and report any matters of concern to one of the College's Child Protection Officers.
- Foster family confidence in all aspects of the College
- Act as a positive role model for students
- Other relevant para-professional duties as directed by the Principal

Performance Appraisal

All staff of King’s College are required to undertake a goal setting process. In this process the employee and supervisor negotiate:

- Goals for the next period
- Strategies that will assist the employee to achieve the goals
- Time frame for interim review and achievement of goals

Working Relationships

Internal	Students Teachers Wellbeing team Senior Management Principal Other staff at all levels across the College
External	College Families External providers of all College services

Position Dimensions

The position currently has no personnel or financial delegations.

Key Selection Criteria

- Formal ordination, commissioning, recognised religious qualifications or endorsement
- Active participant in a Protestant Christian Church and a personal commitment to the College Statement of Faith
- An endorsement from a Minister, Priest, Pastor or Leader from the Christian faith community you regularly attend and are actively engaged in fellowship.
- Demonstrated experience/knowledge in working effectively with children or young people and providing pastoral care
- Demonstrated experience/knowledge of working within a team and communicating with a range of people in a range of settings
- Ability to conduct ceremonies, assemblies, religious services and lead staff and students in religious observances
- Effective involvement and understanding of School and Education.

Additional Factors

- Prospective employees of King's College are required to disclose any criminal history (including convictions which are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.
- Prospective employees of King's College are required to disclose any disciplinary history at the time of interview. A disciplinary history will not automatically exclude an applicant from consideration for employment with the College.
- All staff are required to be committed to a safe workplace and to comply with Section 25 of the Occupational Health and Safety Act (2004).
- King's College is a child safe employer with zero tolerance to child abuse. All employees are required to hold a valid Working with Children Check or VIT Registration and participate in regular child safety training.
- A no-smoking policy is effective on the College campus, at College activities and in College vehicles.
- A high standard of professional dress is expected for all employees of King's College.
- Employees of King's College are expected to participate fully in the co-curricular life of the College.
- Travel may be a requirement of this position.