



Position Description: College Chaplain / Community Chaplain

Position Objectives:

The College Chaplain plays a central role in the spiritual and pastoral life of St Kevin's College, supporting the mission to form young people of compassion, integrity and excellence. Rooted in Gospel values and the charism of Blessed Edmund Rice, the Chaplain animates the College's evolving identity and promotes an inclusive culture that welcomes all students, staff, families, and alumni.

The Chaplain will provide pastoral care, formation to staff, support College staff and alumni and accompany members of the community through both times of celebration and times of challenge. In doing so, the Chaplain embodies the College's commitment to Wellbeing for Learning and Life, A Liberating Catholic School, and Inclusive Community for the Common Good as articulated in the Strategic Plan 2023–2027.

Incumbent:

Reports to:

Principal

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders
- Act as a responsible steward of College resources
- Stay abreast of and comply with all College policies

Key Responsibilities:

Mission Leadership	• Collaborate with Faith & Mission teams to ensure meaningful faith experiences • Mentor key leaders and staff within Faith formation
Pastoral Care and Accompaniment	• Provide pastoral care to staff, students, families, alumni in collaboration with the Wellbeing Team and DP: Staff and Student Engagement • Offer sensitive, confidential and non-judgemental support in times of grief, illness, transition, or crisis • Maintain professional boundaries and uphold all Child Safe Standards and wellbeing protocols
Survivor Engagement and Restorative Support	• Work compassionately and respectfully with past students who are survivors of abuse, ensuring their dignity, stories and needs are honoured within a trauma-informed approach • Collaborate with the Principal to facilitate safe, transparent and sensitive engagement processes for survivors • Contribute to College initiatives that promote healing, accountability and remembrance • Participate in professional development and supervision related to trauma-informed pastoral practice and safeguarding



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Formation Leadership	• Support staff formation in education, through mentoring and professional learning in Catholic identity • Promote the College values of compassion, integrity and excellence with students, staff and alumni within and beyond the school gates through mentoring and accompaniment
Community and Outreach	• Collaborate with the Old Collegians Association to foster connection beyond graduation • Become a key lead in the development / evolution of SKC Care, in particular a Yr 13, Yr 14 & Yr 15 program
Governance, Compliance and Professional Practice	• Uphold the College's Child Safety and Professional Conduct policies at all times • Maintain accurate records and ensure confidentiality in all communications • Participate in risk assessment and wellbeing meetings as required • Engage in regular professional supervision and reflective practice
Support the Principal	• Attend events with or on behalf of the Principal • Assist with writing for the Principal (newsletters, publications)
Key Relationships	• Principal and Deputy Principals • Director of Faith and Mission • Wellbeing, Counselling and Student Services Teams • Pastoral Care Committees • Old Collegians
Child Safety	• Lead in the provision of a child safe environment for students • Work with the Dean of Child Safeguarding and at times the Deputy Principal: Student Engagement in all matters of child safety • Work with the Child Safe Officers appointed at Glendalough • Be familiar with and comply with Ministerial Order 1359, the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Demonstrate duty of care to students in relation to their physical, social emotional and mental wellbeing • Ensure prior to making child safety reports to external agencies the Dean of Child Safeguarding has been notified
Professional development	• Commit to ongoing professional development • Be open to researching areas of innovation relevant to directions provided in the school's strategic plan and the role of contemporary education • Continue development of IT skills as technologies evolve, including AI • Be an active member of relevant professional associations and keep up to date with communication and required actions directed by the Principal/Deputy Principal from a variety of partners • Schedule and conduct staff Annual Performance Review meetings



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	• Become familiar with the Award
General Duties	• Keep abreast of current compliance regulations required for the profession • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings, conferences and after school rituals/assemblies, sporting events, Mass, community and faith days as required by the Principal • Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise • Provide weekly oversight of ELC (St Peter's Campus) and attend meetings when necessary • Attend other duties as directed / negotiated by the Principal

Qualifications and Attributes:

- Recognised qualifications in Theology, Ministry, or Pastoral Care with preference for qualifications additionally in education.
- Demonstrated experience in chaplaincy, education, or pastoral ministry (preferably in a school setting)
- Commitment to Catholic faith and the Edmund Rice charism
- High levels of emotional intelligence, empathy and discretion
- Strong organisational, communication, and collaborative skills
- Demonstrated understanding of trauma-informed care, safeguarding principles, and professional boundaries
- Current Working with Children Check, National Police Check, and completion of Child Safe and Mandatory Reporting training

Performance Indicators

- Demonstrated effectiveness in pastoral support and student engagement
- Constructive collaboration with staff, students, parents and alumni
- Compliance with safeguarding, risk management and professional standards
- Positive contribution to the College's mission and strategic goals