



# The Glennie School

## School Chaplain

### Position Description

Reports to

Principal

Employment Status

Full-time, Permanent

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### About The Glennie School

The Glennie School, established in 1908, is a school owned by the Diocese of Brisbane, in Queensland. The governing body is the Diocesan Council which meets monthly. The Glennie School is a business unit of the Diocese and, as such, reports to the Diocesan Council through the Anglican Schools Commission (ASC). The Commission is the approved provider for 20 Early Education and Care Centres, and supports the Senior Leaders and School Councils of over 20 schools by providing quality advice and service in governance, new school development, financial management, child protection and other risk and compliance imperatives, and industrial relations and staff professional development.

Anglican Schools within the Diocese of Brisbane are flourishing faith communities, proclaiming, serving, worshipping and learning. The aspirational values of the Anglican Church call school communities to be faithful, imaginative and creative, courageous, authentic, and comprehensive in our views.

The Glennie School's Mission seeks to make an outstanding impact for the good of our society through the quality of its teaching, its renowned leadership education, and by ensuring that every student reaches for her full spiritual, physical and academic potential – All She Can Be.

### Code of Conduct

Glennie staff members must adhere to the personal and professional behaviours and practices described in the "Our Commitment: Creating environments for Children to Thrive Code of Conduct for Anglican Schools and Education & Care Services" developed for School Employees and consistent with the Vision for the Anglican Church in the Diocese of Brisbane.

### Student Protection in Anglican Schools

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

Anglican Schools and Education & Care Services place emphasis on genuine engagement with children and young people, create conditions that reduce the likelihood of harm to children and young people, create conditions that increase the likelihood of identifying harm, and respond to any concerns, disclosures, allegations or suspicions of any person, including employees.

Committed to the provision of a safe and supportive living and learning environment for all students, Anglican Schools and Education & Care Services require all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. Staff must:

- Understand and adhere to all obligations relating to the protection of children and young people as outlined in organisational policies and procedures, particularly:
  - o Statement of Commitment
  - o Our Commitment: Creating environments for children and young people to thrive Code of Conduct for Anglican Schools and Education & Care Services
  - o Policy - Protecting Children and Young People in Anglican Education
  - o Working in with Children in Anglican Education Policy
- Attend all student protection mandatory training annually and any other professional learning events as required by the School
- Support and engage with all student protection initiatives and programs across the School.

## Position Summary

To minister, through the Word and Sacraments, according to the rites and traditions of the Anglican Church of Australia, and licensed by the Archbishop of Brisbane, to students, staff, and the wider community of The Glennie School. The Chaplain has a vital role in nurturing and sustaining the Christian and values-based ethos of the School. The position demands a high degree of independence, energy and resourcefulness within the trust extended by the School community.

The Chaplain will work closely with the Director of Students in providing leadership, encouragement and pastoral care manifesting the vision and values of the School. The Chaplain will demonstrate loyalty, confidentiality and support for the Principal and the School at all times. The Chaplain will work within the Wellbeing Team and teach within the Religious Education faculty consisting of a teaching load to be negotiated.

## Key Accountability

The duties and responsibilities of the Chaplain will include, but not be limited to the following:

### School Ethos and Mission

- Build the spiritual ethos and Anglican identity of the School.
- Be a visible Christian presence and witness in the School community by actively finding effective ways to minister and build relationships with the Glennie community.
- Encourage the spiritual journey for all members of the School community.
- Lead prayers and reflections across the School.
- Lead the development of Christian groups within the School.
- Support and encourage the Principal, Head of Junior Years, Deputy Principal, Director of Students and other staff in the development of a Christian community.
- Contribute regularly to the School newsletter.
- Work collaboratively with the Anglican Church in Toowoomba, making real and lasting connections between local parishes and Glennie.
- Participate in camps and conferences as determined or required.

### Service Learning

- Oversee opportunities for Service Learning in Junior Years and Senior Years as part of the

framework developed by the Deputy Principal.

- Encourage, support and facilitate students to continue a culture of Service Learning in their senior years.

#### **Pastoral Care**

- Seek to build positive, life-giving relationships with students, staff and parents.
- Participate in the School's Pastoral Wellbeing Program.
- Provide pastoral ministry and spiritual support to teaching and non-teaching staff, one-to-one or group.
- Offer prayers for and with the School community.
- Contribute to the pastoral care support of the parent body.
- Be on call for pastoral emergencies and provide a pastoral ministry of students and staff as well as the extended school family including past students and their families. This will include home and hospital visits as necessary.
- Refer students, families and staff to other internal support personnel when necessary.

#### **Liturgy and Spirituality**

- Create and coordinate worship experiences and Chapel services for students and staff across the School e.g. Ash Wednesday, Easter, ANZAC Day and Christmas, and other related worship services.
- Create and coordinate meaningful experiences for quietness, reflection and meditative times which draw on the creative arts and opportunities to appreciate and enjoy the natural environment.
- Participate in school assemblies.
- Organise and conduct special school services and family services across the School.
- Prepare candidates for Baptism, First Communion and Confirmation in liaison with the students' parish priests.
- Conduct preparation for and pastoral services (if ordained) of Baptism, Marriages and Funerals.
- Train and oversee students appointed as members of the Faith and Service Committee.
- Develop and maintain the liturgical music program.
- Contribute to the oversight of use and maintenance of the chapel.
- Work cooperatively and collaboratively with the Wellbeing Team to develop whole school worship experiences.
- Present the challenge of the Gospel clearly and concisely in a manner suited to the students' level of maturity.
- Liaise with musicians and IT staff to ensure that worship is supported appropriately.
- Maintain good communication and working relationships with the Diocese, the Anglican Schools Commission and the Byam Roberts Community of Chaplains.
- Provide Spiritual Leadership, compassion and direction for the School and wider School Community in consultation with the School Principal.

#### **Academic Program**

- Teach Religious Education classes in various year levels in accordance with the policies and directions of the School.
- Develop opportunities for students within the department's teaching and learning areas.
- Select and maintain appropriate textual and Audio Visual resources to aid in the delivery of the Religious Education program that you deliver.
- Participate in professional learning opportunities to strengthen teaching strategies and student learning outcomes.

- Respond to parent communications in a timely and professional manner by appointment, email or telephone, seeking to understand the specific situation of each student to inform better management of the student as an individual.
- Provide support to the Head of Department - Religious Education.
- Provide professional advice and guidance to staff.
- Work collaboratively at both strategic and operational levels with other teachers, parents and students.
- Serve as a model for colleagues through professional practice.

## Organisational Relationships / Extent of Authority

Immediate supervisor	Principal
Positions reporting to you	Nil

## Qualifications, Experience and Competencies

### Essential

- Current Queensland College of Teachers Registration
- Recognised qualifications in theology
- Licensed by the Archbishop
- Current paid Working with Children blue card or exemption card

### Desirable

- An understanding of adolescent behaviour and caring for students' needs in a residential environment
- Demonstrated sound judgement, tact and discretion
- High level communication skills, both verbal and written in order to communicate with various stakeholders in the Boarding House Community
- Proven organisational skills and ability to concentrate on multiple events happening in and around the workplace
- Understanding of and commitment to child safety and the protection of children
- A current drivers license

## Personal Attributes and General Pre-requisites of Glennie Staff

The personal attributes and skills expected for a position at Glennie include the ability to:

- demonstrate support for, and empathy with, Anglican values and beliefs together with the School's mission, vision and philosophy
- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying the Glennie Values (Respect, Compassion, Courage and Integrity) and a caring attitude towards all members of the Glennie community
- ensure daily behaviour and dress standards are professional, and adhere to the School's code of conduct – "Our Commitment: Creating Environments for children and young people to thrive"

- demonstrate effective organisational and time management skills, meet deadlines and display initiative
- be responsible and accountable for personal performance
- be able to work independently and with minimal supervision
- demonstrate effective IT skills appropriate for the position
- be committed to continue self-improvement through professional learning
- maintain a degree of flexibility in working hours, as required from time to time
- accept that the Principal or their delegate reserves the right to modify the position to meet the operating and educational needs of the School
- be aware of, and be able to act on, school emergency procedures and carry out Workplace Health and Safety (WH&S) obligations of the School, as indicated in the School's induction training program and Staff Handbook
- undertake other reasonable and relevant duties as directed by the Principal or her representative
- advocate for all areas of The Glennie School at all times.