

Position Details

Position	Senior Chaplain
Position reports to	Principal
Direct reports	Chaplaincy team

Position Summary

The purpose of the Senior Chaplain role is to ensure the overall pastoral and spiritual care of the School community. This includes fostering links between Chaplaincy, Religious Education, Counselling, Enhanced Learning and Outreach. As a licensed cleric of the School, the Senior Chaplain also fosters links with the Anglican Diocese of Melbourne and with the Archbishop, St Paul's Cathedral, Holy Trinity Kew, and St Hilary's, and acts as the School's representative at Deanery and Synod levels. The Senior Chaplain works closely with the Principal on issues of care in the School and the promotion of the School's Anglican identity.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Responsibilities and Duties

Responsibilities	Accountability
Staff and Leader	
To inspire, motivate and grow a positive and collaborative learning culture across the School community	- An environment of professional trust, empowerment and learning is fostered - Observable professional behaviour and professional courtesy is modelled at all times - A culture of high expectations and standards is evident in staff work practices and behaviours - The Senior Chaplain has an active and visible presence within the School community They: - remain informed in all areas of School life - work effectively with all members of the community - provide pastoral and spiritual care to the School community - contribute to decision-making processes within the School



To enact a shared understanding of outstanding leadership practices	- Leaders engage in behaviours that reflect a shared understanding of outstanding leadership practice - Leaders collaborate and support each other - Leaders proactively seek feedback from all stakeholders and intentionally reflect on their strengths and opportunities for growth. - Leaders share their learning about their impact
Chaplaincy and Spiritual Development	
- Oversight and responsibility for the ministry of chaplaincy in the whole school, delegating as appropriate - Pastoral care of the whole School community - Conduct Chapel at various year levels throughout the week - Conduct special assemblies and services at the School (e.g., Easter, Carol Services etc) - Conduct the pastoral services of Marriage, Baptism and Funerals as requested - Provide pastoral counselling to staff, students, and wider school community. In particular those seeking Baptism, Marriage and Burial - Liaise with Diocese of Melbourne, St Pauls Cathedral and Holy Trinity Kew on all school related issues - Attend Diocesan events and meet Professional Standards obligations - Attend Chaplains in Anglican Schools meetings	- Pastoral care is effective in meeting the needs of a diverse community - Chapel liturgy and Chapel music is regularly reviewed - Communication with the School community is regular and effective - Professional, personal and spiritual development opportunities are provided and promoted to staff - All religious services are thoroughly prepared for incorporating well written sermons and presentations. Logistical arrangements well organised in advance of all services - Preparation and guidance is provided to couples and candidates preparing for Marriage and Baptism - Records of all counselling sessions, marriages, baptisms, confirmations and burials are maintained in accordance with compliance requirements - Diocesan events are attended and professional standards obligations are met and maintained - Strong relationships with the Anglican Diocese of Melbourne, St Pauls Cathedral and Holy Trinity Kew are evident, maintained and fostered
In School Teaching and Programs	
- The Senior Chaplain has teaching responsibilities in the Religious Education faculty - To lead and manage all Chaplaincy staff and the Head of Religious Education	- The Religious Education faculty is well managed, and programs meet student learning needs - Department budgets are prepared, submitted and administered as required



	• Highly effective teaching strategies are engaged in across the variety of year levels • Assessment and reporting practices are in accordance with School requirements
Other Duties	
• Supervise assistant curate as applicable • Organisation, management and maintenance of the Chapel • Attend various committee meetings at the invitation of the Principal • Projects as directed by the Principal	• Assistant curates are appropriately supervised and supported • The fabric of the Chapel is well maintained, supplies and consumables are replenished, and bookings are well managed • Other duties as required by the Principal are carried out effectively

Knowledge and Skills

- A comprehensive knowledge of Christian theology and that of other religions
- Religious Education curriculum expertise and a proven ability to write curriculum
- Proven ability as a leader of public worship and pastoral liturgy (Marriage, Baptism and Funeral) Highly developed public speaking and teaching skills
- Excellent IT skills including proficient use of Microsoft office suite and its applications Working as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance

Qualifications and Experience

- Undergraduate or graduate qualifications in Theology, Education and Counselling, Social Work or Psychology
- A Priest with minimum 5 years' experience of ordained ministry
- 5 years' experience in education

Personal Qualities

- Ability to build strong connections with students
- Ability to foster student leadership and growth
- Collaborative leadership approach
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through behaviours and performance
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has sound personal and professional integrity

Connectedness and Collaboration (Relationships)

- Principal
- Heads of School
- Heads of Years
- Senior Leadership Team
- Psychological Services Team
- Current students and their families
- Old Trinity Grammarians
- Anglican diocese of Melbourne, St Pauls Cathedral, Holy Trinity Kew and St Hilary's

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures.



Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	July 2026
Next review date	July 2028

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the school's operational and strategic requirements and the development of skills and knowledge for this position.