

JOB DESCRIPTION

Title:	PRIMARY SCHOOL CHAPLAIN
Reports to:	Head of Primary
Working Relationships	Internal: • Dean of ELC and Dean of Upper Primary • MBC staff • MBC students and families
Current FTE:	0.4 FTE
Workdays/hours:	Monday and Thursday (flexi)
Job Summary	
The Chaplain is to offer a Christian presence in the College community, promoting and sharing the Gospel, and is to offer pastoral care services to students, staff and parents.	
Qualifications / Work Experience	
• A recognised qualification in Chaplaincy, Ministry, Leadership or an associated field (desirable) • Experience in providing pastoral care • Experience working in an education environment (desirable) • Working with Children Check • National Police Certificate • First Aid Certificate (or willingness to obtain one)	
Personal Specifications / Essential Skills	
• A practising Christian with the passion to uphold the College's strong Christian culture • Strong interpersonal skills • Approachable, a good listener and an effective communicator • Demonstrates an active Christian life including involvement in a local church • Displays initiative and enthusiasm • Dependable, organised, well prepared, energetic, dedicated and self-motivated. • Ability to provide a current Pastor/Minister's reference/referee commendations	
Major Responsibilities	
1. College Needs 1.1. Working in ways that contribute to achieving the College's Mission Statement, and abiding by the Staff Code of Conduct, the Chaplain shall deliver to the College the services agreed to in the job description	

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- 1.2. Addressing the social, emotional, physical and spiritual needs of staff, students and their families through involvement in College activities. Activities include, but are not limited to:
 - (1.a) Extended Pastoral Care Program
 - (1.b) Year 6 Camp
 - (1.c) Excursion help and supervision
 - (1.d) Student Bible Studies
 - (1.e) Worship Assemblies and devotions at assemblies
 - (1.f) Christian Education Classes
 - (1.g) Service Learning Activities
 - (1.h) Transition activities (e.g. Orientation Day)
- 1.3. Working as an effective member of the team responsible for pastoral care at the College, including providing personal support and mentoring to students as required, under the direction of the Head of Primary
- 1.4. Working with the Deans to assist students identified as needing additional emotional, spiritual and social support
- 1.5. Supporting students in their spiritual formation, and in student-led Christian activities (e.g. Bible Studies)
- 1.6. Liaising with the Student care team across both sub schools in relation to the College's Christian Education program, links with local churches and service opportunities and activities.
- 1.7. Actively "live out" and model the College's mission in everyday work and practice
- 1.8. Support the values of the College in attitude and practice
- 1.9. Seek to resolve differences constructively
- 1.10. Have a willingness to attend some after hours College events, including camps and excursions

2. Personal Needs

- 2.1. The Chaplain shall be actively engaged in activities that promote their own personal and spiritual wellbeing from a Christian perspective
- 2.2. Participate in professional learning to develop their workplace skills and abilities
- 2.3. Be an active committed member of a Christian church

Role of the Chaplain

The Chaplain offers a Christian presence in the College community, and is available to students, staff and parents. The services of the Chaplain are offered and guided by the following principles:

1. Independence

While the Chaplain works in the College under the oversight of the Deans and as part of the team in the school that is responsible for pastoral care, they should be able to be seen as being somewhat independent of the school Administration system.

The student perception should be that, within certain limits, if they talk to the Chaplain about a matter, it would not necessarily be referred to the school's discipline system.

2. A Resource Person

The Chaplain should make them self available to the staff of a school as a resource person with skills that may assist teachers in their general duties, in the delivery of Christian Education programs and in general spiritual resources.

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3. Accessibility

The Chaplain ought to be readily accessible by students, staff and parents.

4. Confidentiality

The Chaplain should be, and be seen to be, a confidant in the strongest sense. They must respect the confidentiality of information obtained in the course of professional service. Regarding student pastoral care needs, the Chaplain is directly supervised by the Deans. Confidentiality is primarily between the student and the Pastoral Care Team, to enable caseload discussions with the team leader and service coordination with the counsellors in the team. Beyond this, the Chaplain must not share confidential information without the consent of the other person, unless there are compelling moral, ethical or legal grounds. At all times, the Chaplains must abide by the College Policies and Procedures.

The Chaplain needs to inform persons of any limits on confidentiality that may apply in given situations, the purposes for which information is obtained, and the kinds of situations in which it might be used.

The Chaplain should give persons reasonable access to records they hold concerning them, provided that care is taken to protect the confidences of others that may be contained in those records.

Others

1. Ensures compliance with MBC values, policies and standards.
2. Cooperate in matters of WHS. by acting responsibly, taking care of themselves and others, as an employee of the College
3. Any other relevant duties as directed.

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