

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	School Chaplain
<b>SECTION:</b>	School Officer
<b>REPORTS TO:</b>	Principal
<b>CLASSIFICATION:</b>	School Officer – Level 5
<b>AWARD:</b>	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015 - 2019
<b>LOCATION:</b>	Marian Catholic School

### OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region both urban and rural extending to Mount Isa to the west, Proserpine to the south and north to Ingham. The Catholic Diocese of Townsville provides a diverse range of education choices including primary, secondary and Prep-to-Year 12, as well as kindergarten and child care facilities. Each provides a high educational standard in a caring and stimulating environment. The Diocese has a growing Indigenous education program with some of our schools offering both boarding and day-student facilities.

TCE employ in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

### OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES JESUS TEACHES US:					
<b>COMMUNITY</b> <small>(John 15)</small>	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> <small>(John 4:7-19)</small>	Love is the core value of the Gospels.	<b>PROMOTING LIFE IN ABUNDANCE</b> <small>(John 10:10)</small>	God wants us to live life to the full.
<b>INCLUSION</b> <small>(Luke 19:10)</small>	God invites all to live in God's love, including those that might be excluded by society.	<b>RECONCILIATION</b> <small>(Luke 15:11-32)</small>	Jesus' supreme act of love in dying on the cross reconciled humankind to God.	<b>HOPE</b> <small>(Luke 24:33-35)</small>	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> <small>(Matthew 25:31-46)</small>	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> <small>(Luke 4:16-21)</small>	God frees us from all evil if we trust in God and live our life in God.	<b>COMPASSION</b> <small>(Luke 10:30-37)</small>	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

The role of the Chaplain is to work in collaborative partnership with the school community to provide pastoral and spiritual support to students.

The Chaplain works to create opportunities for faith development of students and advance the religious life of the school community. The Chaplain will foster the experience of Catholic community within the school and engage the school community in social justice and social action. The Chaplain encourages and facilitates connections with Church/faith communities and agencies.

## Key Accountabilities

- Provide pastoral and spiritual support to students:
  - ✓ Spend informal time with students (e.g. playground, classroom and excursions)
  - ✓ Mentor and provide practical support to students during their transition to adulthood.
- Engage students in opportunities for faith development:
  - ✓ Coordinate and facilitate reflection and prayer experiences (e.g. reflection days, retreats, forums, meetings and other similar experiences)
  - ✓ Contribute to the organisation of major school liturgies and celebrations.
- Advance the religious life of the school community:
  - ✓ Contribute to the development and promotion of Catholic ethos within the School Community
  - ✓ Assist in the identifications and use of religious symbols, icons and opportunities for students to participate in diocesan and deanery initiatives.
- Foster the experience of Catholic community within the school:
  - ✓ Support events that promote the collegiate spirit of the school
  - ✓ Under the direction of the Principal, initiate contact with families of the school community (e.g. families experiencing sickness, families new to the school experiencing hardship).
- Engage the school community in social justice and social action:
  - ✓ Make information available to students around issues of social justice support and resource service groups within the school community.
- Encourage and facilitate connections with church/faith communities and agencies:
  - ✓ Encourage student involvement in parish faith communities
  - ✓ Facilitate ecumenical and inter-faith relationships and activities.
- Undertake ongoing professional learning:
  - ✓ Participate in TCE facilitated programs for professional learning
  - ✓ Contribute to local cluster gatherings of Chaplains.
- Generalist administration support:
  - ✓ Maintain relevant records and data.
- Any other task as reasonability directed.

## STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Demonstrated organisational and time management skills to balance competing priorities
- Experience in providing ministry and spiritual support and wellbeing services students
- Experience in the provision of support to children and young people and their families to address social and emotional needs

### Knowledge

- Sound understanding of the Mission and Purpose of Catholic Education and to developing an understanding of religious and values education in young people
- Ability to liaise with community service organisations, government agencies and other services
- Ability to support schools and teachers to identify and develop educational, social and emotional programs to support children and young people

### Skills

- The ability to work and collaborate with students, staff and school community
- Ability to support the ethos and values of Catholic Education
- An ability to communicate with a range of staff across primary and secondary school settings
- Ability to develop and sustain productive working relationships.

## Mandatory Criteria/Professional Registration/Other

- Current *Working with Children Suitability Card* or eligibility to obtain same
- Certificate IV in Youth Work, Chaplaincy or Pastoral Care or equivalent qualification
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

## Desirable Criteria

- Interest in ongoing professional development
- Experience in the education or Catholic sectors.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

## HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

## Identity and Ethos

### Strategic Organisational Leadership Success

<b>Catholic Identity</b>	<b>Education</b>	<b>Stewardship</b>	<b>Community</b>
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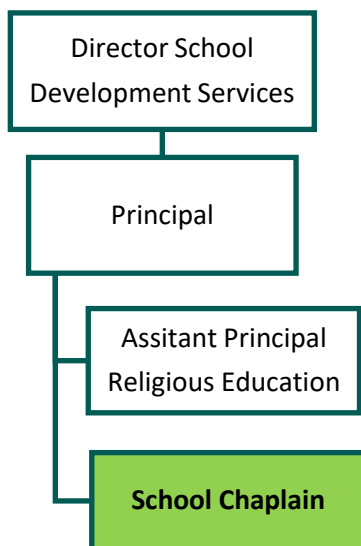


<b>Capabilities</b>	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church’s mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

#### REPORTING & OTHER RELATIONSHIPS

Chaplains have a significant relationship with the Principal and other members of the school administration team. The Principal may delegate the supervision and management of the Chaplains to another member of the administration team. The Chaplain works with the Assistant Principal – Religious Education to advance the religious life of the school community and to provide faith development opportunities for students. The Chaplain collaborates with pastoral teachers, pastoral coordinators and school counselors to support the pastoral needs of students.

Chaplains are supported in their role by the administration team of the school and through structured networking with other Chaplains. One member of Religious Education is designated to provide particular assistance to Chaplains in industrial, professional and personal areas.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_