



## The Glennie School Position Description for

### **School Chaplain**

REMUNERATION:	Commensurate with the Anglican Schools' remuneration scales
QUALIFICATION LEVEL:	Have capacity to be licensed by the Archbishop as an ordained Anglican Priest and hold accredited Theological qualification. Teaching qualifications will be advantageous.
SUPERVISOR:	Principal
POSITION DETAILS:	Initially a five-year full-time contract. The Chaplain will work with Years K to 12.
PERFORMANCE REVIEW:	A six month probation period will apply from date of initial appointment. Performance review will be conducted by the School annually after date of initial appointment.

### **POSITION SUMMARY**

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

#### **1. Encouraging & developing the identity of the school as an Anglican faith community**

- Lead the Chaplaincy team in building the spiritual ethos and Anglican identity of the School
- Support and encourage the Principal, Head of Junior Years, Deputy Principal and other staff in the development of a Christian community
- Contribute regularly to eNews
- Work collaboratively with Anglican Parishes in Toowoomba, and with Anglicare
- Participate in camps and conferences as determined or required

#### **2. Encourage and nurture Christian faith among students and staff**

- Be a visible Christian presence and witness in the School community by 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

### **3. Develop the understanding and practice of Service Learning**

- Create & implement a framework for Service Learning in Junior & Middle Years
- Encourage, support and facilitate students to continue a culture of Service Learning in their Senior Years

### **4. Offer Pastoral Care to students, staff, and parents**

- Seek to build positive, life-giving relationships with students, staff and parents
- Participate in the School's Pastoral Care 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

### **5. Liturgy and Spirituality**

- Create and coordinate worship experiences and Chapel services for students and staff across the School
- 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 & conduct special school services & family services across the School
- Prepare candidates for Baptism, First Communion and Confirmation in liaison with the students' parish priests
- Conduct preparation for & pastoral services of Baptism, Marriages and Funerals
- Train and oversee students appointed as members of the Chapel 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 Chaplaincy team to develop whole of 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

### **6. Budgeting effectively for Chaplaincy**

- Ensure proper maintenance of the Chapel, its furnishings and fittings
- Budget for items needed for services as well as to support the spiritual ethos of the School

### **7. Academic Program (if required)**

- Teach Religious Education classes in various year levels in accordance with the policies and directions of the School
- Select and maintain appropriate textual and AV 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

## **PERSONAL QUALITIES AND SKILLS**

The personal qualities and skills expected for this position include:

- High interpersonal communication skills (written and oral) at all levels and an ability to be compassionate and empathetic.
- Passionate about their faith in Christ and a demonstrated ability to share this with others
- Demonstrated capacity to lead, motivate and inspire others
- Demonstrated capacity and enthusiasm to work as a team player
- Commitment to professional development and life-long learning
- Enthusiasm as a leader and member of a school community
- Emotionally intelligent, and creative
- An ability to build partnerships
- Support for, and understanding of, Anglican faith and values
- Support for, and understanding of, the School's mission, vision and philosophy
- Willing to comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other school policies
- Ability to maintain appropriate levels of confidentiality
- Demonstrate effective organisational and time management skills, meet deadlines and display initiative
- Be responsible and accountable for your individual performance
- Ability to work independently and with minimal supervision
- Demonstrate effective IT skills appropriate for the position
- Willing to accept that the Principal reserves the right to modify the position to meet the operating and educational needs of the School

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2015

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees to:

Human Resources Manager  
Mrs Sabine Eadie  
The Glennie School  
246a Herries Street  
TOOWOOMBA QLD 4350

F: 07 4688 8767

E: eadies@glennie.qld.edu.au