

# School Chaplain (Donnybrook & Kalkallo)

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Principal</b>
<b>Employment Fraction:</b>	<b>Full-time</b>
<b>Leave Entitlement:</b>	<b>5 weeks' paid annual leave*</b> <b>2 weeks' unpaid annual leave*</b>
<b>Tenure:</b>	<b>Ongoing</b>
<b>Location:</b>	<b>Donnybrook or Kalkallo</b>
<b>Salary:</b>	<b>General Staff Level 6</b>
<b>Prepared:</b>	<b>September 2023</b>

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## Position Context

**Hume Anglican Grammar** is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## The Donnybrook and Kalkallo Campuses

This is a new role with responsibility for chaplaincy for emerging campuses at Donnybrook and Kalkallo.

**Donnybrook** is an 8-hectare site located in the Olivine residential estate operated by Mirvac. As a Prep to Year 12 school, it opened in 2019 with 145 students from Prep to Year 3. Each year another Prep cohort is added. In 2024 it will reach near capacity. This year the first Secondary years were introduced with Year 7, and in 2024 will then add Year 8. The campus will have some 1,600 students in 2029 - 588 Primary and 1,008 Secondary.

**Kalkallo** is a 3-hectare site in the residential estate of Cloverton operated by Stockland. Located between the Hume Freeway and the Donnybrook railway station, it is a Primary school that opened this year with Prep to Year 3 and will mirror the structure of the other 2 Primary schools with ultimately 588 students expected in 2028.

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## Nature of the Role

The position is open to a teacher or non-teacher (general staff member). This position description is designed for general staff member, one not holding VIT registration. As such, conditions of a general staff member will be applicable, being the *Educational Services (Schools) General Staff Award 2020* and relevant sections of the *Hume Anglican Grammar Agreement 2022*.

\* If filled by one holding teacher registration, the School Chaplain would be employed under the conditions of a teacher, and the *Educational Services (Teachers) Award 2020* and the relevant sections of the *Hume Anglican Grammar Agreement 2022* would be applicable.

There is a teaching load associated with the position of the equivalent of 0.2 delivering the Religious and Values Education (RAVE) curriculum.

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## Purpose of the Position

The School Chaplain will ensure that the caring, supportive and vibrant environment in which children grow and learn is maintained and further developed. They are responsible for providing leadership and guidance in all matters relating to the expression of the Christian faith within the School and the pastoral care of all members of the school community by providing general spiritual, social and emotional comfort and religious education to students and staff.

The School Chaplain has significant responsibility for supporting members of the school community in achieving the school's purpose, values and strategic goals. They work collaboratively and closely with the members of the student wellbeing staff in matters relating to the development and provision of quality pastoral care programs to enhance student wellbeing and to fulfil the school's mission and aims.

The School 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, and where applicable contribute to decision-making processes within the School.

The School Chaplain ensures the effective and efficient delivery of a contemporary, vibrant and relevant chaplaincy program. They oversee the three critical functions of the School Chaplain for the campus: religious worship, student and staff pastoral care, and spiritual guidance.

The School Chaplain will inspire, guide and model, excellence to develop a vibrant and caring culture from Prep to Years 12. With knowledge of contemporary wellbeing practices, they will create a safe, stimulating, and nurturing environment, whilst promoting the School's philosophy, policies and procedures.

The School Chaplain supports and promotes the School's child safety culture. Under the direction of the Deputy Principal, they develop and enact approaches to embed a culture of child safety, monitor performance of individuals in their charge for achieving the strategies, inform the school community about the strategies, and allocated roles and responsibilities within their area; and periodically review the effectiveness of the strategies and revise as required.

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Reporting to the Principal, the School Chaplain is a senior position on campus with the direct responsibility for chaplaincy on their site(s). As such, they play an active role in the development and application of current and future strategies and objectives and the implementation of the School's Strategic Plan, 'Shaping our Future' as it relates to their goals.

The School Chaplain will encourage and maintain the growth of a high-performance culture of continuous improvement and individual excellence. They promote a positive and productive culture for staff and students, and implement quality assurance processes to ensure the effective operation of chaplaincy at their campus.

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## School Context

The School Chaplain (Donnybrook/Kalkallo) reports to the Principal and works in close association with their colleague, the School Chaplain (Mt Ridley) who has similar goals and responsibilities. On day to day matters they operate in response to the Assistant Principal – Primary (Kalkallo), Assistant Principal – Primary (Donnybrook), and the Head of Secondary (Donnybrook). The Deputy Principal and Director of Student Wellbeing have a close association with the School Chaplains, and a close partnership exists.

Upon commencement, the position will be based at either the Donnybrook or Kalkallo campus with intercampus travel between the two an ongoing requirement. In the future there may be the requirement to perform part or all of this role at other locations.

It is inherent within the role that the School Chaplain will operate outside the regular school hours to attend and manage meetings, activities, and events. Hence, they will be required to work before and after school, during term breaks and on weekends, as necessary.

It is envisaged that in time, once the two campuses have reached a significant point in their growth journey, the appointment of another School Chaplain will be warranted so there will be one at each of its three campuses.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the School Chaplain is responsible for the delivery of exemplary chaplaincy at their campus(es) and its conduct and direction within the broader school context. Pertaining to their campus(es), this includes:

### Religious Worship

- Planning and performing Chapel services which are engaging for students and the wider School community and conducted in alignment with the Anglican tradition.
- Conducting special assemblies and services at the School (e.g. Easter, Christmas Services etc.)
- Promoting and conducting prayer group, Bible studies and similar worship activities.
- Participating in the Student Youth Group and supporting the teacher-in-charge.
- Conducting other sacramental activities that are part of the ministry within an Anglican School, as required.
- Managing Chapel resources and religious objects required for services.
- Supporting the Religious and Values Education (RAVE) program in collaboration with teaching staff.

### Pastoral Care

- Providing pastoral care/counsel for staff, students and their families in times of crisis or other need.
- Providing support to staff in assisting students needing help
- In conjunction with the student wellbeing leaders, supporting a caring, inclusive, and engaging student pastoral care program that enhances student wellbeing and building quality relationships that inspires personal growth and success within a Christian ethos.
- Maintaining a strong presence in the local community by acting as an ambassador of the School at key events

## Spiritual Guidance

- Teaching the Christian faith and World Religions.
- Supporting the school's faith-based, values-based culture
- Encouraging a climate of discovery and adventure in the search for spirituality and creating an atmosphere in which the questioning of faith and practice is permitted.
- Increasing an awareness of God as Creator, Sustainer and Redeemer and allowing this learning to stand alongside studies of other world religions and Australian Aboriginal spirituality.
- Leading the students in an appreciation of ethics and morality and helping them discover ways in which these are lived out in their relationships.
- Assisting students to discover their place in the world in relation to its care and the care and compassion of and to its peoples.
- Forming the strongest of connections with parents to promote positive relationships through regular and relevant communication.

## Other

- Liaising with the School Chaplain (Mt Ridley), the Senior Leadership Team and others to ensure direction and effort across campuses is consistent, transparent and in line with school values.
- Liaising with the Anglican Diocese of Melbourne, and the Hume Parish and its Churches on school related issues.
- Managing the campus chaplaincy budget and allocation of its resources.
- Attending Diocesan events and meeting Professional Standards obligations.
- Membership and attendance at Chaplains in Anglican Schools meetings
- Carrying out other duties as directed by the Principal.

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## Qualifications, Skills and Experience:

### Essential

- Be able to meet the Archbishop's requirements to be licensed in the Diocese of Melbourne and has fulfilled the conditions of the Diocesan Safe Ministry Policy.
- Qualifications in Theology, Education and Counselling, Social Work or Psychology
- Experience in the pastoral and/or counselling areas
- Proven ability as a skilled orator and adept leader of worship
- 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 positive role-modelling and collegiality.
- Able to work in an interfaith manner, which is respectful of the various faith traditions present in the School community while recognising and affirming the distinctive Christian tradition that underlies the Anglican ethos.
- Ability to provide effective leadership, including advanced spiritual and pastoral care leadership.
- Proven capacity to motivate and inspire others, bringing vision to life and encouraging a culture of positivity, diversity and hope.
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools.
- Ability to research, think, strategize, form and carry out action plans, and evaluate outcomes.

### Desirable

- An ordained Priest of the Anglican Communion
- If a qualified teacher, current registration, or immediate eligibility for registration with the Victorian Institute of Teaching
- Post-graduate qualifications in the pastoral/counselling area
- Involvement in professional communities

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## Personal Qualities

- Insightful leadership skills underpinned by strong emotional intelligence.
- Open, collegial, values driven and consultative style that combines a disposition towards service for others.
- High-level empathy that demonstrates a loving concern for the wellbeing of others
- Strong facilitation, mediation, and conflict/dispute resolution skills
- Outstanding written, verbal, and interpersonal communication skills to build relationships with key stakeholders.
- Ability to motivate and inspire others.
- Outstanding organisational skills, planning, and thinking capabilities
- A resourceful team member able to operate in a mentoring, collaborative, and inclusive manner.
- Personal sense of initiative, enthusiasm, and high energy
- Commitment to professional learning and continuous improvement

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## Key Selection Criteria:

1. Demonstrated chaplaincy experience as evidenced by successful achievements and outcomes.
2. Demonstrated abilities to conduct liturgy and communicate Christian concepts at appropriate age levels.
3. Far-reaching understanding of chaplaincy in schools; including the practical application of pastoral care, spiritual learning and community engagement.

**This Position Description may be altered from time to time to meet the operational needs of the School.**