



Role Description

Title:	College Chaplain	Location:	Toowoomba
Reports to:	Assistant Principal Religious Education	Classification:	School Officer Level 5
School:	St Saviour's College	Tenure:	Term time, Fixed term

1.0 Purpose

The Chaplain is to provide social, emotional, and spiritual support to students and or staff. The role will assist in meeting the needs of student's families and staff in ways that will enhance the wellbeing and development of the school community. In order to achieve this, the Chaplain will work closely with those in key roles of pastoral care and learning support, teachers and the leadership team.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- the TCS Strategic Plan, mission, vision, policies, frameworks, procedures, and guidelines and the school's strategic plan.

2.0 Experience and qualifications

Essential

- Certificate IV in Pastoral Care or Youth Work or equivalent. The certificate or equivalent must contain competencies in making appropriate referrals and mental health. As an example, the two units of competency may include, or be equivalent to or higher than the following:
 - CHCCS422B; Respond holistically and refer appropriately and
 - CHCMH301C; Work effectively in mental health
- current '**working with children check**' positive notice issued by Blue Card Services, Department of Justice and Attorney-General or a willingness to and ability to obtain
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft suite of products
- advanced interpersonal and communication skills
- empathy with the values and ethos of the Catholic faith

3.0 Key result areas

- 3.1 contributes to and promotes the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 provide social, emotional, and spiritual support to students and/or staff
- 3.3 maintains confidential records and abides by privacy legislation whilst at the same time keeping the Principal and Assistant Principal Religious Education informed about student and staff matters.
- 3.4 engages in regular professional learning and participates in school chaplain and student welfare network meetings.

- 3.5 collaborates and communicates with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.6 completes other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.
- 4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.4 While at work the role holder must
 - take reasonable care for his or her own health and safety
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
 - cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Authority limits

Full authority is delegated from the Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Principal.

6.0 Reporting and other relationships

The College Chaplain reports to the Principal via the Assistant Principal Religious Education, who may delegate the day-to-day supervision of the College Chaplain to other school leaders or teachers. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Director, and the members of the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

College Chaplain

Please note: this statement links to the key result areas in the Role Description

- 3.1 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**
 - 3.1.1 contribute as a member of the school to achieve the strategies set out in the school Strategy and the TCS Strategic Plan
 - 3.1.2 attend professional development as appropriate
 - 3.1.3 document and report on the progress of initiatives in the school Strategy and the TCS Strategic Plan as required

- 3.2 provide social, emotional, and spiritual support to students and/or staff**
 - 3.2.1 assist students to develop knowledge, understanding, and skills that support learning, positive behaviour, and constructive social relationships through social skills programs
 - 3.2.2 provide an additional dimension of the school's care. Guidance and support of students with spiritual and or religious needs
 - 3.2.3 act as a role model for students
 - 3.2.4 assist in further developing links between the college and the community, working with the college support staff and community youth organisations and networks to support students
 - 3.2.5 be proactive in classroom activities (under the direction of the Assistant Principal Religious Education and classroom teachers) where involvement by the College Chaplain provides further social, emotional, or spiritual support for those students who may be at risk of disengagement
 - 3.2.6 participate in general school activities including, but not limited to, camps, excursions, sports days or coaching a sports team
 - 3.2.7 maintain an image of the College as a professional and pastoral organisation both in presentation and communication

- 3.3 maintains confidential records and abides by privacy legislation whilst at the same time keeping the Principal and Assistant Principal Religious Education informed about student and staff matters.**
 - 3.3.1 adheres to relevant TCS policies and procedures.

- 3.4 engages in regular professional learning and participates in school chaplain and student welfare network meetings.**
 - 3.4.1 as directed by the Principal and Assistant Principal Religious Education in meeting the needs of student's families and staff in ways that will enhance the wellbeing and development of the school community.

- 3.5 collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met**
 - 3.5.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
 - 3.5.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
 - 3.5.3 establish and maintain effective communication networks with stakeholders
 - 3.5.4 work collaboratively with stakeholders

- 3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**
 - 3.6.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the school Strategy, TCS Strategic Plan or other directorate strategies