

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	School Officer: Chaplain
Employment status	Permanent/fixed term, Term time
Classification	School Officer Level 5
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal or delegate

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The School/College Chaplain is to provide moderately complex social, emotional and spiritual support to students and staff. This role assists in meeting the pastoral needs of student's families and staff in ways that will enhance the wellbeing and development of the school community. The Chaplain works collaboratively with the Guidance Counsellor, teachers, and the Principal.

Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Under the general direction of leadership staff, apply sound judgement to support students to develop knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships through the development and delivery of social skills programs.
2. Support in developing links between the school and the community, working collaboratively with the teaching, support and leadership staff.
3. Upon limited direction from leadership staff and applying knowledge of relevant programs, provide professional advice to students and staff of available faith development courses.
4. Under the general direction of leadership staff, align school values to guide and support students with pastoral needs.
5. Based on general direction from leadership staff, support the development, set up and running of liturgical activities such as masses and retreats.
6. Communicate with a range of stakeholders where appropriate any identified concerns that impact upon the learning environment.
7. Maintain accurate, up to date records of confidential, personal and sensitive student information that comply with established record keeping processes.

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Dignity



Potential



Life

Role Description
Page 1 of 5

Belief in a better world

8. Coordinate competing requests and demands including the prioritisation of chaplaincy support for students.

Classification factors

The characteristics, typical duties and skills commonly associated with this role are found in Appendix 1.

About you

To achieve in this role, you will be required to demonstrate the following:

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.
- Certificate IV in Mental Health or an equivalent qualification including two units of competency in making appropriate referrals, mental health and working with young people.
- Completion of the professional learning package, 'Responding to and preventing cyberbullying' delivered by the Office of the eSafety Commissioner within three months of commencing and every two years thereafter.

Key success criteria

- Demonstrated empathy of the values and ethos of the Catholic faith.
- Displayed well developed understanding of the National Principals for Child Safe Organisations and policies and strategies led by the National Office for Child Safety that can be applied to ensure best practice engagement with students.
- Proven well developed knowledge and understanding of the principles of Catholic teachings and traditions.
- Demonstrated organisational and record keeping skills to ensure appropriate documentation and support is provided to staff and students.
- Evidenced well developed relationship building skills including the ability to apply tact and sensitivity that can be applied to understand student challenges and refer to appropriate community agencies for further support.
- Proven experience working with young people or in a similar role that can be used to provide pastoral care to students.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.

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4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

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Appendix 1 – Classification factors

The role has been assessed according to the classification criteria outlined in Schedule 9 of the Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026. Below are the characteristics, typical duties, and skills commonly associated with this role.

Knowledge application

- Expertise within an area or discipline using theoretical knowledge or relevant practical experience.
- A substantial knowledge and understanding of related principles, techniques and practices.
- Well developed understanding of relevant statutory, regulatory and policy frameworks applied to a variety of interrelated activities and solutions to a range of problems.

Accountability

- Accountable for developing plans and objectives for short term tasks.
- Responsible for coordinating competing requests and demands, setting priorities and managing the workflow for immediate work area.
- Responsible for providing professional and policy advice within an area of specialisation or providing technical expertise that contributes to work area outcomes.
- Accountable for maintaining appropriate risk management programs.

Scope and complexity

- Work is complex and involves various activities involving different, unrelated, but established processes/methods.
- Circumstances or data must be analysed to identify inter-relationships.
- What needs to be done depends on analysis of the issues and the selection of an appropriate course of action from a number of options and requires sound judgement.

Guidance

- Works under general supervision and works within established procedures and guidance.
- Objectives, priorities and deadlines are defined with some scope in selecting the most appropriate method to complete tasks and how precedents, procedures and guidelines are interpreted and applied.
- The work may involve working independently to manage specific tasks, processes or activities against stated objectives with supervision generally limited to complex tasks or unfamiliar situations.
- Completed work is evaluated for accuracy, appropriateness and compliance with policy requirements.

Decision making

- Decisions concern complex or escalated issues and have a medium to high impact on the work area; however the impact on employer operations is usually limited.
- Decisions are based on sound judgement, expertise and knowledge.
- Decisions are governed by the application of regulations or operating instructions and procedures.
- Information, advice and recommended actions are provided which has influence on the decision maker.

- The actions of the position may have a significant impact with regard to objectives such as operations, output, quality and service which extend beyond the immediate work area.
- The position influences external relationships which are of importance to the work area and its reputation.
- Actions may have medium to long term effects.

Problem solving

- Work predominately involves a wider variety of still similar, well defined tasks which may require researching and organising information and choosing from a limited range of solutions.
- Creativity and innovation are essential to the position and need to be regularly exercised within general guidelines.
- Unfamiliar issues and situations require personal action for example, in developing new or improved work methods or tackling situations in new ways.

Contacts and relationships

- Communicate with and provide information and advice to a range of stakeholders/others.
- Liaise with stakeholders/others and assist to resolve moderately complex issues.
- Provide quality advice to stakeholders/others and deliver a responsive service within area of expertise.
- Represent the work area at internal and external meetings and conferences.

Negotiation and cooperation

- Some matters are likely to be contentious or complex issues that have scope for alternative interpretation requiring tact, persuasion and sensitivity within the application of guidelines.

Management responsibility and resource accountability

- No supervisory responsibility and is generally responsible for own work.
- Accountable for effective use of own resources.