

POSITION DESCRIPTION

POSITION TITLE:	Chaplain
SECTION:	School Officer
REPORTS TO:	Principal
CLASSIFICATION:	School Officer – Level 5
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	St Mary's Catholic School, Bowen

OUR ORGANISATION

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

TCE employs 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.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

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



ABOUT THE ROLE

St Mary's Catholic School is a co-educational primary school located in Bowen. One of the oldest schools in the Townsville Diocese and formed in the Mercy tradition, St Mary's currently has 121 students from Prep to Year 6. The school has a proud ongoing tradition of academic excellence and serving the Bowen community, with small class sizes to enhance students' learning opportunities.

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 college community. The Chaplain will foster the experience of Catholic community within the College and engage the community in social justice and social action. The Chaplain encourages and facilitates connections with Church/fait communities and agencies.

KEY ACCOUNTABILITIES

The Chaplain will represent St Mary's Catholic School in a professional, warm, friendly and efficient manner. Duties include:

- 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 college community.
- 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 college 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/fait communities and agencies:
 - ✓ Encourage student involvement in parish faith communities
 - ✓ Facilitate ecumenical and inter-fait 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.

Skills

- Ability to liaise with community service organisations, government agencies and other services
- Ability to support the college and teachers to identify and develop educational, social and emotional programs to support children and young people
- Ability to support the ethos and values of Catholic Education
- Ability to develop and sustain productive working relationships.

Attributes

- Sound understanding of the Mission and Purpose of Catholic Education and to developing an understanding of religious and values education in young people
- Willingness to work and collaborate with students, staff and college community.

Mandatory Criteria/Professional Registration/Other

- Current *Working with Children Suitability Card* - The successful candidate will require a paid *Blue Card* before commencement as per the *No Card, No Start* policy developed by Queensland Government.
- Certificate IV in Youth Work, Chaplaincy or Pastoral Care or equivalent or higher qualification – this qualification must include competencies in ‘making appropriate referrals’ and mental health
- 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.

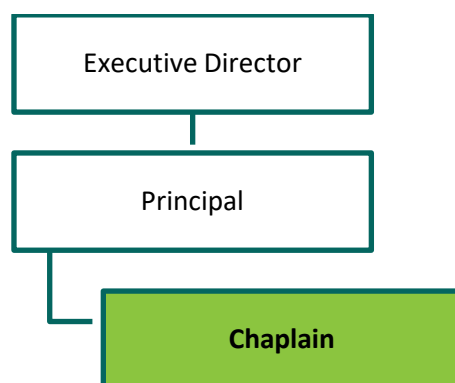
Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates 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 commitment to 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 future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	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 Principal 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:** _____

