

# Position Information Document

## COLLEGE CHAPLAIN



**Employment Type:**  
Permanent, Part-time

**Classification and Stream:**  
Education Support Officer – Other Professionals

**Grade:** Grade 4  
**Year:** Year 1

**Reports to:**  
Principal

Employment conditions are in accordance with the SA Catholic Schools Enterprise Agreement (as amended or replaced).

---

### 1. BROAD PURPOSE

St Columba College is an F-12 Anglican and Catholic College which seeks to provide students with opportunities to reflect upon life and the place of God in their learning and development. A key dimension of providing opportunities for student success is ensuring that they have access to an outstanding chaplaincy program that supports their personal faith development.

Working as part of the Chaplaincy team, our Chaplains support and develop the College's Anglican and Catholic culture providing opportunities to further develop the concept of 'Unity in Faith'. Chaplaincy is an integral part of our religious program, our theological reflections and our overall spiritual support for the College community. We seek to be creative in developing a range of models of school Chaplaincy, working with our local Anglican and Catholic parish priests and religious leaders, as well as in the direct employment of chaplains both lay and/or ordained.

The Chaplain will report to the Director of Spirituality who will provide general oversight and direction. Ultimately responsible to the Principal, all support staff report to the Head of Business Services.

### 2. KEY WORKING RELATIONSHIPS

Principal	Counsellors
Heads of School	Head of Business Services
Director of Spirituality	Chaplains
Director of Community Engagement	Students
Director of Wellbeing	Colleagues
Year Level Coordinators	Parents/Families/Caregivers
House Leaders	

### 3. KEY RESPONSIBILITIES

#### Leadership

- Work in partnership with the Chaplaincy Team, comprising of the Principal, the Director of Spirituality and the Chaplain, to build a community of students, staff and parents united in prayer and liturgical celebration.
- Actively supports the Lived Faith in Action goal of the Strategic Plan by fostering a faith-filled culture through inclusive practices, service opportunities, and authentic expressions of the College's Anglican and Catholic identity.
- Work in partnership with the Chaplaincy Team to develop and lead school liturgies and Eucharistic celebrations.
- Consult with Year Level Coordinators and House Leaders in relation to year level liturgies, House liturgies and Eucharistic celebrations.

## Position Information Document

### CHAPLAIN

- Meet regularly with the Chaplaincy Team to discuss activities and responsibilities associated with the role.
- Maintain the Chapel in good order.
- Represent the College at external Chaplaincy meetings as requested by the Principal.
- Strengthen student and family engagement through the provision of integrated case management in collaboration with Heads of School, Director of Community Engagement, Director of Wellbeing, Counsellors, Chaplains and teachers.
- Support students and staff to create an environment of cooperation and mutual respect promoting an understanding of diversity and the range of cultures and their related traditions.
- Foster excellent relationships with local Parish Priests and the wider Anglican and Catholic Diocese.

#### Working with Students

- Be a presence in the school-yard.
- Attend student Retreat days where possible.
- Provide spiritual and pastoral support for individual students as appropriate.
- Provide students and their family and staff with support and/or appropriate referrals in difficult situations such as during times of grief or when students are facing personal or emotional challenges.
- Provide pastoral support for small groups of students. For example:
  - Small group discussion groups on particular topics agreed to by the Year Level Coordinator or Head of School;
  - Small group opportunities for prayer and liturgical celebrations;
  - Small group leadership opportunities.
- Work with the Year Level Coordinators, House Leaders and Religious Education Teachers to develop and lead class and House liturgical services.
- Support student well-being by:
  - Linking the College with the wider Anglican and Catholic parish community.
  - Working with other Chaplains to develop student support networks.
  - Development of College groups as appropriate, e.g., spiritual, youth, worship, prayer groups.

#### Working with Parents/Caregivers

- Provide opportunities for Parents/Caregivers to hear about the Chaplaincy program.
- Provide information and invitation to parents to attend liturgies and Eucharistic celebrations as deemed appropriate.
- Provide information to parents about parish sacramental programs.
- Attend major parent information evenings, as requested by the Principal.

#### Working with Staff

- Work in partnership with the Chaplaincy Team in planning for the Staff Reflection Day.
- Support staff in the preparation of liturgies and Eucharistic celebrations for staff and students.
- Work in partnership with the Chaplaincy Team to lead staff Professional Learning on prayer and worship with students.
- Provide resources for staff on liturgy and worship.
- Provide spiritual and pastoral support for individual staff as appropriate.

## Position Information Document

### CHAPLAIN

- Collaborate with the Director of Community Engagement to increase the engagement of parents in learning and plan for specific information sessions.

#### General Administration

- Work within the guidelines of all College Policies.
- Ensure absolute adherence to all requirements of the College Child Protection Policy and Practices.
- Be involved in all WHS training and adhere to all elements of WHS policies.
- Maintain accurate and up to date records of all meetings with students and correspondence with parents/caregivers.
- Keep the Principal/Heads of Schools informed of all serious issues that relate to student well-being and general safety.
- Maintain appropriate levels of confidentiality in relationships with staff, students and the school community.
- Undertake regular training in relation to Mandatory Reporting.
- Attend all required meetings.

#### 4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to assist in the safety in the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

#### 5. PERSONAL QUALITIES AND SKILLS

- Demonstrated comprehensive computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite.
- Possess a strengths-based approach and solutions focus.
- Work under minimal supervision and take responsibility for own work outcomes to effectively meet the requirements of the role.
- High level organisational skills, be proactive, show significant initiative, analyse, plan and apply solutions, demonstrate discretion and judgement, and be able to work under pressure and meet required timelines.
- Demonstrated very high level of confidentiality, trust, honesty, integrity and work ethic.
- Self-motivated, resilient and able to work productively in a complex environment as a member of a team.
- Ability to design and implement effective solutions and evaluate information and use for planning, consistent with the College practices and priorities, to enhance student wellbeing and learning
- Excellent interpersonal and communication skills and proven ability to quickly develop a strong positive rapport with students, staff and parents and foster effective relationships with all community members.
- An active commitment to ongoing professional learning and development.

## Position Information Document CHAPLAIN

### 6. SPECIFIC REQUIREMENTS

- Formal educational qualifications in Religious Education, Educational Leadership or Theology.
- Be ordained or working towards ordination.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the College.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care for your own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
  - Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for staff. It is highly recommended for all staff to maintain vaccination status as recommended by the policy.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).