



POSITION DESCRIPTION

Position: Chaplain

Immediate Supervisor: Principal

OUR VISION

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

OUR VALUES

Within our Anglican tradition, we value:

- Compassion: Building genuine relationships through the generosity of spirit and care for others.
- Wisdom: Gaining the knowledge, understanding, skills and character that comes from learning.
- Respect: Appreciating all within our environment and leaving an honourable legacy for those who follow.

OUR CULTURE

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- Leadership
- Standards
- Collaboration

OUR STRATEGIC DOMAINS

Achievement

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- ***Relationships***

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- ***Communications***

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- ***Initiatives***

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- ***Reputation***

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

THE ROLE

The Chaplain is responsible for all aspects of the life of the Chapel and maintaining and developing the Anglican ethos of the School.

This critical role provides leadership in the ethical, spiritual and religious dimensions of life, caring for students, staff and the wider community. Partnering with staff and external colleagues, the Chaplain delivers and supports programs, activities and conversations that foster a positive environment in support of the School's values and vision.

The Chaplain is a member of the Senior Executive team and an important leader in the school community.

The Chaplain must attend to any duties required by the Principal to ensure the smooth operation and continuous improvement of the School.

KEY MINISTRY RELATIONSHIPS

As a priest in ministry in the Diocese of Grafton, you will be licensed by the Bishop of Grafton for your role as Chaplain to Lindisfarne Anglican Grammar School. As a holder of the Bishop's license, you will be answerable to the Bishop and required to comply with the Ordinances of the Diocese of Grafton.

To ensure that your ministry at Lindisfarne Anglican Grammar School is appropriate to the needs of the School, you will work closely with and under the leadership of the Principal of Lindisfarne Anglican Grammar School. You will make all reasonable efforts to meet the Ministry Expectations set out below as elaborated by the Principal.

Ministry Expectations

As part of Lindisfarne Anglican Grammar School Executive team, you will be asked to use your skills, experience, efforts and gifting to:

Provide religious leadership to the Lindisfarne Anglican Grammar School community by:

- Guiding the Principal in defining and articulating the Anglican Ethos as it is manifest in the Lindisfarne Anglican Grammar School community;
- Working in conjunction with the Principal to ensure the development of opportunities for faith development and expression through Religious and Values Education, prayer and worship, retreats and opportunities for social outreach;
- Supporting and encouraging the Principal in the development of a Christian community;
- Providing feedback to the Principal on issues affecting the spiritual and religious life of Lindisfarne Anglican Grammar School;
- Contributing meaningfully as a member of the Executive team.

Promote and enhance the School Mission and Ethos by:

- Acting as a Christian presence and witness in the School community;
- Encouraging and providing opportunities, which facilitate the spiritual journey for members of the School community;
- Leading prayer and reflection opportunities for groups within the School community;
- Maintaining contact with the School community through the School newsletter (or other appropriate means);
- Overseeing the development of Christian groups within the School;
- Raising awareness of Social Justice issues in the School community;
- Liaise with local parishes and explore together ways of providing joint ministry;
- Coordinating staff and student involvement in community service and social outreach and social action initiatives.

Ensuring the Pastoral Care of all staff and students within the School by:

- Participating in Lindisfarne Anglican Grammar School's Pastoral Care and Welfare programs;
- Collaborating with Heads of Subschool and Pastoral Care teachers to provide support and care to staff, students and their families, particularly in times of crisis and bereavement;
- Providing pastoral ministry and spiritual support to teaching and non-teaching staff;

- Participating in pastoral advocacy for minority groups, including indigenous groups;
- Providing pastoral support to students and refer to appropriate specialists when necessary;
- Offering prayers for and with the School community;
- Coordinating specific pastoral care programs as the need arises.

Leading the liturgical and spiritual life of the School by:

- Creating and facilitating worship experiences for students and staff including chapel services and significant School celebrations and events;
- Developing and facilitating Stage Six retreat programs, student spirituality days and religious components of camps;
- Coordinating staff retreats and reflection experiences;
- Developing a sacramental program for students which prepares candidates for baptism, first communion and confirmation;
- Ensuring the Executive remains up-to-date with ecclesiological developments and recommendations made within the Anglican Church of Australia that impact on the School.
- Overseeing the School Faith Formation and Christian Studies Program including teaching within the Christian Studies Program as required.
- Conducting funeral or marriages services for members of the School community by request.

ATTENDANCE

Whilst recognising the need for flexibility in the manner in which you perform your role, the expectation is that you attend Lindisfarne Anglican Grammar School during school hours as much as possible, meeting your commitments for classes and programmed activities. As a member of the School Executive team, you are also expected to attend and support activities outside of the normal school day.

The use of non-term time is more flexible. However, significant absence during those times should be by prior arrangement with the Principal.

LINE MANAGEMENT

The Chaplain will report directly to the Principal.

WORKING RELATIONSHIPS

- School Executive
- Pastoral Committee
- Academic and Support Staff
- School Community
- Parents
- Current, past and future students
- Local Church Communities

REVIEW

The Chaplain will meet regularly with the Principal to review and refine key task responsibilities, the establishment of goals and progress towards the achievement of key performance indicators and goals.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

KEY REQUIREMENTS

- A commitment to the Christian Faith and Anglican Ethos of the School
- Strong interest in and support for the benefits of coeducation and Independent schooling
- Ability and willingness to uphold and role model the School's values of Compassion, Respect and Wisdom
- Demonstrated ability to foster and promote positive personal relationships with all stakeholders
- A contemporary view of leadership and learning demonstrating warmth, empathy and inclusion supporting students of all abilities with care and compassion
- A current NSW Working with Children Check
- Eligibility for NSW Teacher Registration

EXECUTIVE TEAM

A member of the Lindisfarne Anglican Grammar Senior Executive Team is:

Emotionally intelligent, and is:

- A strategic and visionary thinker
- A successful communicator
- A goal-orientated achiever
- A sensible risk taker
- A capable decision-maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

WORKPLACE HEALTH AND SAFETY

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware
- Comply with all workplace health and safety instructions

- Make proper use of relevant safety devices and personal protective equipment
- Seek information and advice where necessary before carrying out new or unfamiliar work
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

MINISTRY REVIEWS

During the term of appointment, you will be required to participate in the School's Professional Learning and Development Program which involves opportunities for regular review and feedback. The Principal will manage this process.

The purpose of the review is for continuous improvement of the effectiveness of chaplaincy as part of the school program.

If there are significant concerns regarding your ministry, the Principal will report this to the Bishop of Grafton. However, the expectation is that such concerns will be resolved within the School.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of the Chaplain may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

Signed _____

Date _____