



Position Description

School Chaplain / Lay Chaplain

- Position:** School Chaplain / Lay Chaplain
- Time fraction:** 0.6 FTE per week across three weekdays (including Tuesdays and Fridays, with flexibility on the third day).
- This role has a small teaching role (0.2 FTE) in Faith Ethics and Attitude or another suitable subject.
- Location:** This role is typically based at the Plenty Campus
- Reports to:** Deputy Head of the Plenty Campus in respect of religious instruction and Chapel Services, and otherwise to the Head of Campus (**Manager**).
- Stakeholders:**
- Head of Primary
 - Heads of Year
 - Head of Learning – Humanities and Social Sciences
 - Director of Academic Learning
 - Humanities Curriculum Faculty Staff
- Primary Focus:** Vision, oversight, management and coordination of all aspects of the Chapel Program and the Spiritual development of Foundation to Year 12 students.
- The Role:**
- Key Responsibilities:**
- To prepare, coordinate and lead worship relevant to the needs of young people (including as appropriate staff) at School's scheduled services, Chapel services and school assemblies
 - Engage staff and students in positive reflection, learning and development of their spiritual life through a combination of formal and informal teaching and learning opportunities
 - Facilitate student and staff involvement in Chapel services
 - Work closely with the Head of Campus, Deputy Head of Campus, Head of Primary and the Wellbeing Team to support delivery of outstanding quality of pastoral care given to the School Community (students, staff and parents)
 - Communicate all concerns about student wellbeing to class teachers, Heads of Year and/or members of the Campus Executive as may be appropriate
 - Participate in camps, or similar as may be necessary to support both staff and students involved
 - Work cooperatively as part of the School chaplaincy team to develop the spiritual life of the School community

- Provide religious instruction
- Be an active presence around the Campus
- Other duties as directed by the Deputy Principal/Head of The Plenty Campus

The Lay Chaplain will:

- Have a sound personal Christian faith that is gifted in ministry to students and their families
- Motivate staff, inspire students and communicate with all members of the School community
- Be able to build relationships with all members of the school community
- The ability to understand the personal and spiritual needs of students
- Give support to all students irrespective of their religion and/or faith and willingness to be respectful of faiths other than Christian
- Relate to and work cooperatively with staff, students and the school community
- Offer pastoral support and work within a broader pastoral team
- Have a commitment to actively supporting and engaging in the broader school life including co-curricular activities
- Proficient ICT skills
- Demonstrate enthusiasm for all aspects of School life and to foster that enthusiasm in others

Education/Qualifications

- Possess appropriate qualifications in theology, chaplaincy and/or pastoral care
- Current registration or permission to teach (PTT) with the Victorian Institute of Teaching (VIT)
- Current Level 2 First Aid Certificate (preferred)
- Anaphylaxis Management Training (preferred)

Knowledge, Skills and Experience

- A religious instructor who can lead by example and model exceptional practice
- Demonstrated ability to lead teams and manage staff
- A passion for innovation and development in religious instruction
- Have up-to-date knowledge of broader educational developments and best practice
- Excellent interpersonal, communication and organisational skills
- Demonstrated ability to lead, motivate, coach, coordinate, delegate and empower other to achieve outcomes
- The ability to maintain professional relationships at all times, acting with authenticity and integrity
- The ability to challenge and improve performance
- A demonstrated knowledge to, and flair with, the use of technology in education and an awareness of emerging technologies
- Be an active contributor in the School community and the willingness to be involved in the broader life of the School
- Interpersonal skills to positively build effective working relationships, motivate people and influence culture
- Practices personal self-development and learning and encourages this in others

- Expert ability in efficient use of time of self / others and capability to adeptly handle several tasks at once

Child Safety

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our [Child Safety](#) page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Child Safety Code of Conduct, Child Safety Policy, Child Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Child Safety Policy and Child Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Occupational Health and Safety (OHS)

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct. All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Working with Children Check

Employment is subject to the provision of a current and valid employee Working with Children Check.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.