



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Lay Chaplain
School/Organisation Unit:	Preparatory School
Reports To:	Head of Preparatory School and Senior Chaplain
Type of Employment:	Permanent Full-time
Last Updated:	December 2017

BACKGROUND

Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent School for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the latest Australian Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes that facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools. Churchie is an IB World School, authorised to teach the Primary Years Programme (PYP) and the Diploma Programme (DP).

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

The Lay Chaplain will support the aims, values and Anglican ethos of the school by contributing to the Churchie community through Christian expression, and nurturing the Preparatory School boys through pastoral care, liturgy and high quality teaching programmes that encourage students to achieve academically and to become life-long learners.

Overall, the incumbent will assist students to develop to their fullest potential by encouraging and supporting their participation in co-curricular activities, and by role modelling appropriate behaviours and providing pastoral care as required.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

Duties and responsibilities include, but are not limited to:

Teaching Duties:

1. Develop and use of a flexible range of teaching strategies and approaches to enhance the learning experience for a wide range of students. This includes the extensive use of ICTs to advance the learning programmes;
2. Plan, prepare and teach Religious Studies lessons that reflect a sound knowledge of relevant subject syllabuses, the International Baccalaureate Primary Years Programme (PYP) and ACGS work programmes;
3. Supervise students in timetabled classes, occasional supervision periods, on Grounds Duty and at School functions that staff and students are expected to attend;
4. Utilise available technology to maximise the opportunity for good teaching and to constantly update teaching resource materials;
5. Develop and utilise appropriate evaluation techniques for formative assessment, and set and supervise summative assessment tasks;
6. Role model behaviour that supports Churchie's aim to develop behavioural self-management in the students;
7. Participate in School Committees as appropriate to share ideas and contribute to the development of teaching excellence;
8. Participate in the co-curricular programme and use this opportunity to engender team and competitive spirit among the students;
9. Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops;
10. Pursue professional development opportunities in order to keep abreast of changes in education and appropriate subject areas;
11. Contribute toward the pastoral care for students in specified form class, and for students in general, in line with ACGS philosophy;



12. Communicate effectively with teaching colleagues, parents, students and administrative staff;
13. Carry out reporting and other administrative duties appropriate to a classroom teacher in an effective and efficient manner;
14. Deal with student behavioural problems according to the School's philosophy on behaviour management and discipline.

Chaplaincy Duties:

1. To uphold the values of the school and support and develop the spiritual life of the Preparatory School community by making a significant contribution to the School's chaplaincy;
2. To be responsible for planning, facilitating and delivering prayer and worship for the Preparatory School students;
3. To support students in their spiritual and moral development and also encourage staff in their own faith journey having regard for different ages, backgrounds, denominations and faiths;
4. Enrich the Preparatory School through prayer and liturgy;
5. Develop a wide understanding and contribution of students to the spiritual life by supporting, guiding and encouraging them to participate in parish Confirmation programmes and prepare young students for Admission to Holy Communion where appropriate;
6. Mark the major feasts and seasons in the Church's year in appropriate ways;
7. Attend meetings of the local Deanery and Synod as required.

The successful candidate will have:

- Appropriate tertiary qualifications in Primary Education;
- Well developed teaching knowledge and skills with relation to primary-aged students (N.B.: knowledge and experience in the International Baccalaureate Primary Years Programme would be advantageous);
- Well developed and effective interpersonal and communication skills with an ability to develop and maintain effective relationships with colleagues, peers, parents, students and administrative staff;
- Evidence of empathy and understanding of the needs and challenges of working with boys and the wider school community;
- Demonstrated and efficient self organisational and time management skills;
- Demonstrated ability in constructing liturgy that is informed by the Anglican tradition and which also is creative and engaging for young pupils, and which offers a sense of authenticity for the participants to be reflective of their hopes, and which at the same time retains an authentic Christian identity;
- Sound ICT literacy;
- Knowledge of principles and processes for providing excellent pastoral particularly in relation to younger aged boys;
- An ability to develop and maintain positive working relationships with other teachers and departments across the School;



- Demonstrated ability to problem solve and think logically with a high degree of initiative to work autonomously within a multi-disciplinary team.

Other Information

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct.
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles.
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these.
- Applicants must possess (or be eligible to obtain) registration with the Queensland College of Teachers.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Report ALL accidents, incidents and hazardous situations arising in the course of work;
- Apply first aid when necessary.

Student Protection:

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection Officer immediately. All staff at Churchie are required to hold (or apply for) and maintain a current Working with Children Check – Blue Card QLD or be registered with and maintain registration with the Queensland College of Teachers.



SELECTION CRITERIA

Mandatory Requirements:

- Appropriate tertiary qualifications in Primary Education (N.B.: qualifications in theology or religious studies are advantageous but not essential);
- Well developed teaching knowledge and skills with relation to primary-aged students (N.B.: knowledge and experience in the International Baccalaureate Primary Years Programme would be advantageous);
- A practising Anglican lay man or woman, committed to the spiritual and personal development of young boys of primary school age;
- Proven capacity to provide spiritual leadership;
- Registration with Queensland College of Teachers or the ability to do so.

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

APPLICATION PROCESS

Applicants should submit:

1. A cover letter addressing the Selection Criteria.
2. A full resume.
3. The names and contact details of three (3) recent professional referees who should be in a position to comment about your demonstrated experience and performance in relation to the above criteria.
(Please note: in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
4. Evidence of registration with the Queensland College of Teachers.