



## POSITION DESCRIPTION

### Chaplain

Scotch Oakburn College is seeking expressions of interest from Chaplains and/or suitably qualified lay member of the Uniting Church for this position. The College is open to discussing the concepts of a single appointment or a shared role. The ultimate composition of the role will depend on the qualifications and experience of the successful applicant(s).

#### Closing Date:

Applications addressing the selection criteria are to reach the Human Resources Manager by **31 October 2019**.

Applications can be emailed to: [human.resources@soc.tas.edu.au](mailto:human.resources@soc.tas.edu.au)

#### Your Application:

Please read the [Job Vacancy Information](#) on the Website - [www.soc.tas.edu.au](http://www.soc.tas.edu.au)

Your application should include:

- Covering letter (*maximum of 2 pages*)
- Resume (*maximum of 4 pages*)
- **Application Form** (*available from the Website*)
- Document addressing the Selection Criteria (*maximum of 4 pages*)
- Copy of your Tasmanian Teacher Registration Certificate or equivalent
- Copy of your Working With Vulnerable People card or equivalent

Please do not use staples or presentation folders for your application.

## Environment:

Scotch Oakburn College is a co-educational day and boarding school of approximately 1,180 students from Early Learning through to Year 12 in association with the Uniting Church in Australia. The College employs a team of 250 dedicated professional staff.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning [3 and 4 years old] to Year 5) as well as our Boarding House of approximately 75 students who come to us from Tasmanian, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

## Scope of the Position:

This position is based in the Senior School on our Penquite Campus.

All teachers work collaboratively in a team committed to building exciting, inquiry-based learning environments which engage and challenge young learners. Scotch Oakburn provides a holistic education, via innovative learning programs designed to cater for the learning needs and the personal development of each student.

After hours and weekend work is required to meet the requirements of the College's co-curricular program.

## Reports to

The Principal.

## Nature of the Role:

The position of Chaplain is a placement for a Minister of the Word or Deacon within the Uniting Church Presbytery of Tasmania, in collaboration with the Principal and Board of Directors of the College with the purpose of providing a ministry to the College community.

The Chaplain has the following responsibilities:

1. To the Principal for the day-to-day exercise of chaplaincy within the school and to the College community;
2. To the Presbytery of Tasmania (through the Pastoral Relations Committee) in matters of faith and discipline;
3. To the Synod of Victoria and Tasmania (through the Synod's *equipping Leadership for Mission* unit) for the ministry of chaplaincy.

The Chaplain is a member of the Presbytery of Tasmania and that Presbytery is expected to provide pastoral care and support for the Chaplain. The Chaplain is responsible for organizing their own professional supervision as per the Uniting Church's Code of Ethics.

## **Basic Function:**

The Chaplain is responsible for the exercise of a ministry within and to the College community. This normally involves the Chaplain in the preparation and conduct of worship and celebrations, the exercise of pastoral care (visiting, counselling), assisting in faith formation and growth, teaching (if qualified), and co-curricular involvement. As well, the Chaplain is expected to assist in keeping the channels of communication between the Uniting Church and the College open and flowing freely. Ideally, this would include building on existing, and developing new, partnerships between the College and Church.

## **Main Responsibilities:**

The main responsibilities of the Chaplain are:

1. To educate students about the place of religion in contemporary life, and embody an open and progressive faith, enabling students to make informed decisions regarding their own faith;
2. To coordinate and nurture the faith and spirituality of the College community. This includes establishing daily contact with students and staff;
3. To prepare, coordinate and conduct worship for College chapel services and assemblies, both at the Elphin and Penquite campuses, encouraging and enabling participation by students and other staff in leadership;
4. To prepare and lead prayers and reflections for College celebrations (opening ceremonies, formal recognition services, and in times of healing, etc.);
5. To prepare and conduct wedding and funeral services when requested and celebrate the sacraments of the Church where appropriate. This may be altered if the Chaplain chosen is a suitably qualified lay member of the Uniting Church;
6. To provide pastoral care for members of the College community and their families as requested, including visiting homes and hospitals, counselling, assisting in faith formation and development;
7. Maintain a positive working team relationship with others in pastoral care roles, including the Wellbeing Coordinator, House Heads and Heads of School;
8. To participate in various committees and bodies of the College as appropriate;
9. To maintain a current and informed understanding of major pastoral issues affecting young people;
10. To teach, in a subject area as per qualifications and experience;
11. To assist senior members of the College staff, particularly with regard to any matter of pastoral concern;
12. Where necessary, to act as advocate on behalf of staff members or students;
13. To fulfil responsibilities to the Uniting Church in Australia, including those mentioned in the Code of Ethics, such as maintaining self-care and attending Code of Ethics workshops;
14. To attend Presbytery meetings and work collaboratively with the Presbytery;
15. To prepare and manage the Chapel budget and resources, acting within the guidelines, limitations and boundaries set by the Principal and the Business Manager; and
16. To conduct other duties as may be required from time to time by the Principal or Deputy Principal/Head of Senior School.

## Position Relationships

The Chaplain must be able to relate effectively with the following:

- Students, parents of students and other members of the wider College Community;
- All staff of the College;
- The College alumni;
- Chaplains in other Uniting Church schools and other institutions;
- the Connections & Relationships team of the Synod's *equipping Leadership for Mission* unit;
- the Chairperson of the Presbytery's Pastoral Relations Committee for pastoral care and support;
- the Presbytery of Tasmania and other Uniting Church committees and agencies as appropriate;
- Organisations with whom the College deals.

## Duties and Responsibilities

1. The Chaplain's role will include a teaching load of approximately 0.4 FTE.
2. All members of the teaching staff will perform such professional duties as are assigned by the Principal from time to time. These usually include a position of Pastoral responsibility to a group of students (e.g. being a Tutor in the Senior School), sharing with staff normal duties such as being a teacher on duty, taking periods for colleagues when absent, undertaking co-curricular activities that take place after school and on Saturday and such other duties as are usually required at an independent school.
3. All teaching staff are expected to be involved in co-curricular activities.
4. Supervision periods as determined by their teaching load/FTE.
5. All members of the teaching staff are required to attend staff meetings which are called from time to time by the Principal, Head of Senior School, Head of Middle School, House Heads or Heads of Department. Such meetings take precedence over all other activities in the life of the School.
6. A member of the teaching staff will teach across year groups and ability levels as required by the Principal within the limits of his/her professional experience and expertise.
7. Teaching staff will support the Christian Values of the College which are aligned to the practices of the Uniting Church in Australia and will attend such services of worship and such assemblies of students as requested by the Principal or Head of School.
8. A member of the teaching staff will teach classes, subject programs, maintain a program of assessment of students and keep such assessment records as are required by the College.

## Key Result Areas

The following Key Result Areas guide the work of our College staff team and provide a holistic view of factors critical to the College's ongoing success and long-term sustainability.

1. Learning
2. Capacity
3. Community
4. Growth

## Attitudes and Personal Qualities:

Specific to the position of Chaplain is the centrality of faith in his / her life. However, all Scotch Oakburn College staff must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the College. They are:

### Attitudes

- Supportive of the ethos of the College;
- Understanding and supportive of all College staff;
- Demonstrated maturity and capacity to relate to others in a positive and professional manner;
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care;
- Adherent to all College policies and practices;
- Preparedness to be actively involved in our College community;
- Demonstrated commitment to professional learning; and
- An effective and positively contributing team member.

### Personal Qualities

- Honest, trustworthy and ethical;
- Friendly and approachable;
- Considered, thoughtful and careful;
- Reliable and punctual;
- Flexible;
- Energetic, proactive and demonstrated initiative;
- High-level interpersonal and communication skills; and
- A good role model (language, dress, grooming, hygiene, integrity).

## Conditions of Employment

1. Employment conditions, including the College's policies and procedures, as varied from time to time, which apply to all staff at Scotch Oakburn College are set out on the Dash.
2. A pre-requisite for Scotch Oakburn College being able to employ a teacher is that he or she is a registered teacher with the Teachers Registration Board, Tasmania, or holds a Limited Authority to Teach from the Teachers Registration Board, Tasmania. A copy of the Certificate of Registration must be provided by the teacher to the College prior to commencement.
3. All staff must also hold a valid Working With Vulnerable People card.

4. The College places a high priority on Workplace Health and Safety and as such, all employees must:
  - to the best of their experience and knowledge, provide risk management information, as requested by their manager;
  - make risk prevention a priority whilst undertaking daily tasks in the College's operations;
  - perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general; and
  - report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to your supervisor or the Human Resources Manager, using the College's Incident and Accident reporting systems.
5. A pre-requisite for Scotch Oakburn College being able to employ a teacher is that he or she holds a current first aid certificate from a recognised training body. A copy of the Certificate must be provided by the teacher to the College prior to commencement.

### **Professional and Ethical Behaviour**

All members of staff are expected to observe all College policies and procedures, in particular the Scotch Oakburn Code of Professional Conduct.

### **Key Selection Criteria (must be addressed in your application):**

- Registered as a Teacher with the Tasmanian Teachers Registration Board or equivalent and be able to be registered.
- Be a Minister of the Word or Deacon of the Uniting Church, or a suitably qualified and experienced lay member of the Uniting Church.
- Demonstrated training in clinical pastoral education or other formal counselling training.
- Demonstrated "spiritual awareness" and sensitivity to the spiritual journeys of others.
- Demonstrated personal qualities of creativity, flexibility and resilience.
- Demonstrated liberal, open attitude towards people of other faiths and none, and be able to work alongside them comfortably.
- Demonstrated understanding of the specific academic, social and pastoral needs of adolescents and a particular enthusiasm for working with this age group.
- Demonstrated ability to maintain ongoing communication with parents about their child's learning / progress and work constructively to resolve any concerns that may arise.
- Demonstrated ability to provide dynamic and pro-active educational leadership in a co-educational environment.

- Ability to contribute positively to the College's co-curricular program.
- Demonstrated capacity to provide innovation in education.
- Proven ability and acknowledgement of being an outstanding classroom teacher.
- The ability to encourage teamwork and be part of a committed team.
- Demonstrated high-level interpersonal and communication skills.
- Demonstrated commitment to personal professional learning.
- An understanding of current theory in teaching and learning pedagogy and pastoral welfare.
- A strong understanding of learning technologies and their application to enhance learning.
- Current Level 1 first aid qualification (Perform Basic Emergency Life Support)