



KNOX GRAMMAR SCHOOL

ROLE DESCRIPTION

ASSISTANT CHAPLAIN — FULL TIME

KNOX AND WAHROONGA PREPARATORY SCHOOLS

SCHOOL MISSION STATEMENT

Knox Grammar School seeks to be an exemplary school developing within a caring, Christian environment, young people of integrity, wisdom, compassion and faith; students with a sure knowledge of who they are and how they should live.

ROLE PURPOSE

The Assistant Chaplain will be appointed to the School to join the School's Chaplaincy team, which currently is the two School Chaplains. This person will assist this team and the Wisdom, Life, Faith Department at the Knox and Wahroonga Preparatory Schools to educate and minister to the spiritual growth and fitness of our students and staff in a dynamic growing school community based on the Total Fitness Model.

This role works as part of the School's support team and the broader School Community, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work.

ROLE RESPONSIBILITY

The Assistant Chaplain will report directly to the Senior Chaplain who delegates specific duties and responsibilities and work with the WLF department of Knox. As with all School employees the Assistant Chaplain is ultimately responsible to the Headmaster.

The Assistant Chaplain engages all members of the Knox Grammar School Community with an inclusive, courteous and service-orientated disposition.

ROLE DUTIES AND RESPONSIBILITIES

- The Assistant Chaplain will work alongside the School Chaplains in offering spiritual leadership to the Knox Preparatory and Wahroonga Preparatory School communities.

Pastoral Care

- The appointed Assistant Chaplain will provide pastoral care of students and staff at Knox, particularly the Preparatory Schools, and their families.

Worship and Liturgy

- The Assistant Chaplain will participate in and assist leading KPS and WPS chapel services, school assemblies and other important events in the life of the schools.

CRU Group

- The Assistant Chaplain shall coordinate CRU Christian Fellowship Groups at Knox and Wahroonga Preparatory Schools.

Support of the Social Justice programs of the Schools

- The Assistant Chaplain will be supportive of the social justice and service-learning programs of the schools that are conducted both locally, regionally and Uniting World projects internationally.

Staff Bible Studies and Devotions

- The Assistant Chaplain will support and contribute to the bible studies and devotions for staff within the KPS and WPS campuses.

Positive Education and Wellbeing

- The Assistant Chaplain will work with the Total Fitness Teams within the Preparatory Schools and assist counsellors and other support staff in their roles.

Camps and Excursions

- The Assistant Chaplain will seek to be available to attend and assist at KPS and WPS camps and excursions.

SKILLS AND COMPETENCIES

Teamwork

- The newly appointed Assistant Chaplain must be able to work effectively in a team. He / she will work with our School Chaplains and WLF Department as part of a collaborative and supportive ministry team.
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Flexibility

- The Assistant Chaplain should have the ability to quickly adapt to changing situations and respond appropriately to pastoral needs when they arise.

Excellent communication skills

- The Assistant Chaplain must be articulate, have a creative approach to ministry and be inclusive.
- Skills in presenting creative liturgy and music are important.
- A friendly and responsive approach to ministry and social interactions is vital in this role.

Initiative

- The Assistant Chaplain needs to be a self-starter who can work independently.

QUALIFICATIONS

An active and vital faith in Jesus Christ is essential.

Understanding, and a willingness to work within, the ethos of the Uniting Church in Australia is required.

Experience in ministry with children and young people is important.

Pastoral Counselling/Ministry training and experience is an advantage.

Primary School Teaching Experience is an advantage.

A current Working with Children Check is required.

WORK HEALTH & SAFETY

The Assistant Chaplain will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the school

TERMS AND CONDITIONS

The position works within the Chaplaincy Team, the role does involve some weekend and evening work.

The position is on a renewable contract base of 5 years and remuneration for the position will be commensurate with qualifications, skills and experience.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation