

## POSITION DESCRIPTION

### Junior School Chaplain

#### COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is an Anglican Schools Corporation school catering for students Prep to Year 12.

Our mission is to offer innovative, high-quality education and to communicate the Gospel of Jesus Christ to students, staff, parents, and the wider community. The inclusive learning environment promotes optimism, respect, and ownership within and for our culture.

The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow. We accomplish this through high-quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

#### POSITION INTENT

The Junior School Chaplain will lead activities within the Junior School that share and promote the good news of Jesus found through the telling of the Christian narrative, within the context of our College Community, and inviting the community to live a Christ-centered life.

This is a teaching position and therefore the incumbent is expected to model 'best practice' curriculum delivery, foster the appropriate use and implementation of new technologies to enhance learning, and maximise the learning outcomes of each student by holistically addressing their individual intellectual, emotional, and physical abilities.

The Junior School Chaplain will be required to participate in the wider life of the College, which may include co-curricular, classrooms, Diverse Learning, house, sporting events, excursions and will also be required to take part in at least one of the year level camps.

#### KEY RELATIONSHIPS

The Junior School Chaplain reports to the College Chaplain (for Chaplaincy and Christian Education curriculum) and Head of Junior School (for day-to-day operations, leave and reporting). The Junior School Chaplain is a member of the College Chaplaincy team and has a key role in ensuring the assigned duties are executed to a high standard to add value to the academic, pastoral and spiritual life of the College.

To support the strategic and operational objectives of the College and the parameters within this position description it is expected that the Junior School Chaplain will develop and nurture positive and collaborative relationships with all staff, students, parents, and the local community.

To deliver on their responsibilities the Junior School Chaplain will work in partnership with the:

- College Chaplain;
- Chaplaincy Team;
- Head and Assistant Heads of Junior School;
- Leaders of Learning;
- Christian Education Teachers; and
- Junior School Teachers and Aides.

## STRATEGIC PLAN RESPONSIBILITIES

The Junior School Chaplain will:

- Assist the College Chaplain in the development, implementation, measurement, and feedback on strategic plan objectives as they relate to building Arndell as a Christ-centred Learning Community.
- Be actively involved in the College Strategic Planning process and implementation, as required.
- Ensure the College vision is shared, understood and incorporated into day-to-day activities.
- Provide input and feedback to the College Chaplain on future College Strategic Plans.

## POSITION RESPONSIBILITIES

- Collaborate with the Chaplaincy Team and Junior School Teachers to encourage students to grow intellectually, spiritually, emotionally, and physically.
- As requested, provide Junior School Leadership Team with support in prayer, opening the Bible together, and advice on Christ-centered thinking and practice.
- Pray with and/or for the Chaplaincy Team, Christian Education Teachers, Junior School Leadership Team, Staff, Students, and the wider College Community.
- Assist the College Chaplain in the delivery of Services and Community Outreach Events.
- Manage the development, organisation, and delivery of Junior School Chapels and Christian Lunchtime Groups.
- Work closely with the College Chaplain to develop Christian Education lessons and programming for the Junior School.
- Provide advice to teachers on how to shape their teaching around what it means to be created by God for relationship with him, each other and caring for his world.
- May be required to contribute to the development of programs that allow for glimpses of a Christian Worldview to be taught in non-Christian Ed courses.
- Support student learning by designing and implementing formative and summative assessment, as appropriate, implementing the College's pedagogy, assessment and reporting approaches including the Arndell Learning and Christian Framework.
- Participate in Junior School Camps and may be required to participate in Secondary School Camps.
- Attend staff devotions each week. Provide a devotion, as appropriate.
- Attend staff prayer group each week. Provide leadership in assigned prayer group.
- Assist the College Chaplain in the delivery of Christian discovery, cultural awareness and service trips, as required.
- Maintain clean, organised and equipped classrooms to facilitate the learning experience.
- Collaborate with other teachers to develop cross-curricular projects and interdisciplinary learning opportunities.
- Represent the College through participation in relevant professional associations.
- Complete any other assigned tasks as directed by the College Chaplain or the Headmaster.

## TEACHING RESPONSIBILITIES

- Teach assigned classes.
- Design interesting and engaging lessons for students with a wide range of learning abilities and styles.
- Deliver high-quality content to students that is engaging and accessible.
- Maintain student records and samples of work
- Provide effective feedback on student performance including reporting.
- Hold student attention and interest, employing a variety of pedagogies and differentiating / scaffolding work as required.
- Provide students with clear, fair and regular constructive feedback.
- Set and articulate clear expectations of classroom behaviour that conform to the expectations of the College.
- Contribute to quality programming and reports including outcomes and course outlines.

- Meet regularly with the College Chaplain, Leaders of Learning and Class Teachers to discuss class and student progress and achievement.
- Organise, lead and attend incursions and excursions, in collaboration with other Chaplaincy and Junior School colleagues, as required.
- Foster the appropriate use and implementation of technology to enhance learning.

## CHILD SAFE RESPONSIBILITIES

- Act in accordance with the College's Child Safe Program.
- More specifically:
  - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the Colleges Child Safe Policy.
  - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
  - Ensure personal professional boundaries are maintained and encourage others to do the same.
  - Adhere to the expectations of the Child Safe Code of Conduct and encourage others to do the same.

## WORK HEALTH AND SAFETY RESPONSIBILITIES

- Act in accordance with the Colleges Work Health and Safety Program.
- More specifically:
  - Take reasonable care for own health and safety, ensuring personal actions do not place self or others at risk of harm.
  - Understand the nature of College operations and associated hazards / risks and risk mitigation strategies.
  - Report WHS issues via the incident / hazard notification processes, drawing attention to urgent matters to reduce risk of harm to others.
  - Address WHS issues in consultation with those involved or affected and the Facilities and WHS Manager.
  - Undertake risk assessments for any variations to routine for activities you lead / are responsible for.
  - Participate in incident investigations and WHS inspections, as required.

## COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

### Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
  - The tenets of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
  - Provide spiritual guidance, wisdom, and prayer so that all aspects of the mission and ministry at Arndell reflect the Christian narrative within the context of our College Community.
  - Actions are other-person centred, seeking the good of both the individual and the entire College Community.
  - Lessons and programs have elements included to show glimpses of the impact of the Christian narrative in our world.

### Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
  - Create an *Environment* that allows others to feel safe, supported, engaged and where purpose is known in order to encourage growth and the ability to flourish in their position and/or studies.
  - Support others to look after their own *Wellbeing* through growing themselves and others to live life with purpose, developing healthy habits, maintaining a balance on one's perspective and priorities, and building resilience to press on despite adversity.

Provide opportunity for others to develop their *Character* through guiding their exploration of who they are, pathways to contribute to community and the growth of others, and to encourage others positively.

### Teaching and Learning Framework

- Act in accordance with the College's Teaching and Learning Framework.
- More specifically:
  - Employ the instructional model and common language conventions in designing curriculum and learning experiences.
  - Design and practice of learning which empowers the *Individual* with *Creativity, Growth, Courage, and Integrity*.
  - Assist others to develop their *Interpersonal* skills through *Collaborative* learning experiences, promotion, and demonstration of *Respectful Relationships*, and where *Communication* is central.
  - Develop the *Intellectual* capacity of students through learning targeted at their abilities to think *Critically, Comprehensively, Meaningfully, and Rigorously*.

### Leadership Model

- Act in accordance with the College's Leadership Model.
- *More specifically:*
  - Embody *Servant Leadership* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you lead, and empowering others to grow in capability and capacity.
  - Embody *Credible Leadership* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
  - Embody *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener to better understand the perspectives of others.
  - Embody *Purposeful Leadership* through being goal-focused, strategic in approaching change, future-focused, and aligned to moving forward together.
  - Embody *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, continuously improving on all aspects of position and self, and being self-aware.

## ATTRIBUTES

The incumbent will...

- Be a believer in Jesus Christ as Lord and Saviour.
- Be an active member of a reformed, evangelical Christian church.
- Be a faithful storyteller of what Jesus has done, unpacking the Christian narrative within the context of our College Community.
- Actively support the Christian teaching of the College and integrating their faith in all that they do.
- Positively contribute to and work as an effective team member collaborating with staff and parents, having the ability to encourage positive team commitment and contributions by the application of personal commitment, enthusiasm, initiative and energy
- Demonstrate outstanding interpersonal and communication skills with the ability to communicate and work relationally with staff, students, parents, and other external parties.
- Possess intellectual strength, professional integrity, and a passion for Christian education.
- Possess a broad and deep understanding of current educational issues, curriculum development, pedagogical theory, and behaviour management.
- Keep up to date with educational research and 'best-in-class' practice.
- Demonstrate commitment to pastoral care of both staff, students, and parents / carers and have a knowledge of the social and emotional issues which affect young people.
- Demonstrate the ability to empower others to flourish.
- Demonstrate the ability to think and act strategically.
- Act in a manner that enhances the College's reputation and standing in the community.
- Work within an openly Christian environment.
- Work as part of the Anglican Schools Corporation (ASC) team of colleges and schools.
- Be available to staff, students and other members of the Arndell Community.

- Promote the standards and goals of the College and the broader College community.

## QUALIFICATIONS & EXPERIENCE

The incumbent will hold the following qualifications and experience:

- Tertiary qualifications in Education (Teaching) in the applicable learning area and hold the appropriate NESA accreditation.
- Theological qualification from a recognised body, or a willingness to complete.
- Experience in a position of similar or same standing.

## OTHER INFORMATION

- All staff are supplied with laptops and are expected to be competent in computer skills.
- The College operates a 10-day 60 period timetable, with the full teaching load of 51 periods. This position will also have an allocation of up to 10 periods for Chaplaincy.
- The Junior School Chaplain will have other duties such as meetings, co- and extra-curricular activities, camps, taking part in College Community activities, and the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside normal hours.
- The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and is reviewed every 12-24 months. Next review is due September 2028.

## AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Employment screening of successful applicants will apply including verification of the Working With Children Check and NESA accreditation, which may occur prior to interview. Arndell Anglican College is a child safe organisation, all members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe Program is at the forefront of all they do. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.