



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Chaplain
<b>Date established:</b>	February 2021
<b>Reports to:</b>	Principal

### POSITION OVERVIEW

Guildford Grammar School is a coeducational independent Anglican School committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The School employs staff who are passionate and energetic in their profession and place student learning and wellbeing at the forefront of all they do.

Since 1896, Guildford Grammar School has provided an outstanding education and helped shape some of Western Australia's finest leaders. While forever founded in history, our values and traditions, the School has evolved over time to equip each new generation with the skills they need to succeed. The School has recently completed our transition to full co-education and is nearing completion of a new purpose-built, contemporary boarding facility, due to open in 2021.

Guildford Grammar School promotes a Christian ethos in an Anglican tradition which is inclusive, ecumenical and liturgical. The School welcomes those from all beliefs, and none, and expects everyone in our School will strive to live a life reflective in word and deed of the example of Jesus Christ. To that end, the School seeks to respond to human need with loving service, to be non-judgmental and inclusive.

The Guildford Grammar School Chaplain is a Priest of the Anglican Communion who meets the Archbishop's requirements to be licensed in the Diocese of Perth and has fulfilled the conditions of the Diocese's Safe Ministry Policy. She or he has a vital role in leading, nurturing and sustaining the

Christian life of the School and providing pastoral care to the School community in the Anglican tradition.

The successful candidate for this position will be dynamic, have exceptional interpersonal skills, an open style and be dedicated to enhancing the spirituality and wellbeing of others. They also will share an appreciation for the importance of the connected relationship we have with our Old Guildfordian community, as well as the broader local community.

## **KEY RELATIONSHIPS**

The Chaplain will be licensed by the Archbishop of Perth and be responsible to the Principal. The Chaplain will work collaboratively with members of the School's Strategic Leadership Team, Pastoral Leadership Team (including but not limited to Heads of School, Head of House, School Psychologists) and the Head of Faculty, Religion, Philosophy and Ethics.

## **KEY RESPONSIBILITIES**

### **Priest**

The Chaplain is responsible for encouraging students to pursue their faith development and communicating positive religious and moral values, as such they:

- Organise and lead regular, age-appropriate worship for all School students during the School year.
- Conduct Eucharist for specific groups in the School, at major feasts and celebrations.
- Encourage the development of the Senior School Guild of Servers and the Preparatory School Chapel Team as active participants in services.
- Work with music staff to encourage and support the School's congregational and choral singing activities.
- Organise, promote and conduct services for the whole School Community including communion, baptisms, weddings and funerals.
- Coordinate the use of the Chapel and liaise with the Principal's EA regarding services for members of the community.
- Ensure proper maintenance of the Chapel, its furnishings, and fittings.
- Are a constant presence in the School Community and available during emergencies.
- Provide expert advice and support to the School's Religion, Philosophy and Ethics program.
- Attend meetings of the Western Australian Anglican Chaplains.

## Pastor

- Are an active leader in the School's wellbeing team.
- Support the spiritual wellbeing and development of each student and staff member.
- Build strong, caring, and open relationships with students, staff and families.
- Contribute to the pastoral care of students and staff, being an active participant in student welfare meetings and staying abreast of staff welfare matters.
- Maintain a constant, active presence in the School's residential boarding community.
- Lead and participate in a range of co-curricular activities, including School camps.
- Liaise with the Director of Human Resources to assist the induction of new staff as to the Anglican Ethos of the School.
- Lead student and parent retreats.
- Actively identify continual improvement opportunities that enhance the spiritual emotional, social, and personal growth of the School community.

## Spiritual Leader

- Provide empowering and inspiring spiritual leadership across all parts of the School community.
- Articulate and embed a Christian approach to education in the life of the school.
- Journey with members of the School Community encouraging and resourcing them in their spiritual life.
- Raise awareness of issues of justice and contemporary Christian thinking and involve students in groups working in these areas.
- Ensure that students and staff of other faiths and cultures are respected and included in the religious life of the School.
- Work with the Head of Faculty, Religion, Philosophy and Ethics and other School leaders to provide a range of opportunities for students to develop Anglican Christian values and ethical decision-making skills.
- Prepare students for Baptism, Admission to Holy Communion and Confirmation.

Other duties as might be considered appropriate by the Principal.

## REQUIRED COMPETENCIES AND SKILLS

The successful incumbent must:

- Demonstrate commitment to the Purpose and Values of the School.
- Have exceptional interpersonal skills and an open, collegial and consultative style.
- Possess a naturally warm, engaging and open manner to build rapport quickly and genuinely with potential and current students, parents and the broader School community.
- Be well organised.
- Contribute to the overall success of the School by being a team-player.
- Possess highly developed interpersonal, communication and presentation skills.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Have the capacity to work with others to produce and implement clear evidence-based improvement plans and policies.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being
- Be responsible and accountable for continuing compliance with our Child Safe practices and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

## ESSENTIAL REQUIREMENTS

- A Priest of the Anglican Communion who meets the Archbishop's requirements to be licensed in the Diocese of Perth
- A sure and secure Faith so as to be willing to respect, accommodate and engage with those of other faiths or no faith. A commitment to theology which is liberal, catholic, inclusive and ecumenical and to worship which is liturgical, approachable, relevant and creative.
- Demonstrated capacity to be actively engaged in all aspects of the life of the School.
- Have TRBWA registration or the ability to gain Limited Registration.
- Current Working with Children Check.
- Have the right to work in Australia or be able to obtain.

## DESIRABLE

- Previous experience working in an Independent Anglican School environment.
- Previous experience working in a School with Boarding facilities.

## EMPLOYMENT AT GUILDFORD GRAMMAR SCHOOL

Guildford Grammar School is a significant employer in the Eastern suburbs of Perth. The environment is one of open spaces and is idyllically located on the Swan River.

The School has a wonderful sense of community for all staff with many opportunities to participate in the broader life of the School. The School has a very strong focus on tradition and values, and this is particularly nurtured through the magnificent Chapel located on the School grounds.

As a member of staff at the School, you can expect to receive;

- a salary commensurate with your experience and skill level
- ongoing professional development, learning and skill growth
- genuine care and interest in your well-being with programs and events to support this
- inclusion and the opportunity to play a role in relevant School events
- onsite free parking
- regular communication about School events and activities
- honest and meaningful feedback about your performance
- access to a generous parental leave program (where applicable)
- access to salary sacrifice arrangements (where applicable)

In return, the School expects all members of staff to be engaged, productive and collaborative in all that they undertake. Staff must be open to receiving feedback, strive for continuous improvement and be prepared to go above and beyond to ensure the highest quality of service delivery every day. There is a requirement that all staff members respect the values, traditions and Anglican ethos of the School.

***The School's Purpose and Values are at the cornerstone of every interaction within the School.***

### Purpose

*Inspiring students to achieve personal excellence and to be outstanding citizens who work to create a just, loving and peaceful society.*

### Values

***Excellence, Respect, Integrity, Spirituality, Teamwork and Compassion.***