



## **JOB DESCRIPTION SCHOOL CHAPLAIN**

<b>Employment Conditions</b>	<b>Fulltime, ongoing subject to successful completion of 6 month probation period</b>
<b>Reports to</b>	<b>Principal; and Deputy Principal in their role as Delegate Principal</b>
<b>Last Revised</b>	<b>March 2025</b>

Our overarching purpose is **to engage hearts and ignite curious minds**.  
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

**OUR PURPOSE:** To engage hearts and ignite curious minds.

**OUR VALUES:** • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

### **ROLE**

The 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. It is expected for the School Chaplain to take an active part in the wider life of the Anglican Diocese of Perth.

The School Chaplain works closely with the Principal and shares the responsibility for leading and coordinating the spiritual life of the School. St Mary's has a rich liturgical heritage informed by both A Prayer Book for Australia, and the centrality of the Eucharist. Day students from Kindergarten to Year 12, boarders, and staff attend regular Chapel Services in the Chapel of St Mary.

The School Chaplain is committed to developing the spiritual life of St Mary's, in what is an integral role in the School. The central responsibilities include leading worship with a focus on the Eucharist, caring for our school community, and implementing programs that support our Anglican tradition, in liaison with Religious Studies and pastoral care staff. The School Chaplain plays a key role in caring for our school community – students, staff, parents and Old Girls.

The School Chaplain works collaboratively with the Principal and members of the School Executive, including the Deputy Principal, Dean of Students, Head of Boarding, and Head of Junior School. The School Chaplain also works closely with the Deputy Head of Junior School, Deputy Head of Boarding, Heads of Year, Psychologists, Student Care Team, and Head of Religious Studies, in the ongoing development of our wellbeing program, with care for all students at its heart.

## RESPONSIBILITIES

The responsibilities of the School Chaplain, which are all interlinked, include, but are not limited to the following:

### CHRISTIAN FORMATION and SERVICES

- Encouraging students to pursue their faith development.
- Communicating positive religious and moral values.
- Being responsive and sensitive to those opportunities when students and staff want to talk about the issues of faith and commitment.
- Ordering of worship in the school and preparing chapel services, including conducting Junior School Chapel Services, Year Group Chapel Services in the Senior School, and Boarders' Chapel each week, many of which are Eucharist-centred.
- Organising services for staff, at the start of each term and to conclude the year.
- Organising Family Services, particularly at Easter and Christmas.
- Arranging special services of worship for significant days, such as, but not limited to: Easter, ANZAC Day, Remembrance Day, the School's Patronal Eucharist, Year 12 Valedictory Chapel Service, Year 11 Service to conclude the year, Year 6 Graduation service, and Christmas.
- Preparing students for Baptism and/or admission to Holy Communion and/or Confirmation.
- Arranging guest speakers and groups to complement the Chapel program.
- Training where necessary, mentoring and liaising closely with Chapel Prefects, Junior School Chapel Captains, Community Captains and Boarding Wing Captains, so their roles are effectively developed.
- Fostering good relations with past students as they return to the School for important events in their lives.
- Being available to conduct the pastoral services of Baptism, Marriage and Funerals, as well as other pastoral services.

### PASTORAL CARE

- Providing pastoral care to staff, students and parents, as 'priest' and 'confidant', within the school's pastoral care system, and in conjunction and consultation with the teaching staff, Psychologists, and members of the School's Executive.
- Upholding a significant interest in the care of boarders and being a visible presence in Anne Symington House for boarding dinners and functions.
- Referring those community members needing assistance to the appropriate specialists if this is warranted.
- Visiting staff, students or parents in hospital or at home when they are ill or in a particular time of need.
- Being a member of the Pastoral Care and Wellbeing Committees.

### OUTREACH PROGRAMS

- Liaising with other Anglican schools in Perth, including our brother school, Hale School.
- Liaising with local clergy and parishes to foster goodwill between the School, churches and the wider community.
- Arranging and maintaining support for Christian missions and welfare/caring organisations, particularly in the Anglican Church.
- Fostering student social justice groups to be involved in issues arising; for example, from Amnesty International, Indigenous Reconciliation, Harmony Week, Anglican Ambassadors.

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### RELIGIOUS STUDIES

- Working closely with our team of teachers of Religious Studies in both Junior School and Senior School.
- Encouraging and overseeing the development of Christian groups within the school.
- Acting as a resource person for teaching staff in the integration of aspects of the Christian faith into their day-to-day teaching and class activities.
- Being aware, and keeping the Principal aware, of trends, developments and recommendations within Religious Education and relevant theology.

### OTHER

- Lend support to the Principal in meetings as required
- Be in regular contact with members of the School's Executive.
- Undertake an active part in the WAASA meetings.
- As appropriate, maintain regular contact with the school community through the relevant communications.
- Participate in the growth and development of the School's service-learning programs.
- Attend Junior School or Senior School camps and outdoor learning programs when available.
- Support the cocurricular life of the school.
- Oversee the furnishings, use and good order of the School Chapel.
- Manage the Chapel budget in consultation with the Director of Business Operations.
- Any other duties as required by the Principal.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

### Education/Qualifications

- It is essential to be a Licensed Priest within the Diocese of Perth (or in the process of licensing with the Diocese of Perth).
- The School Chaplain may be a registered teacher, but this is not a pre-requisite for the position.

### Experience and Skills

#### *Essential*

- Be a person of prayer who maintains, models, and encourages self-care and the care of others.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

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### Personal Qualities

#### *Essential*

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion, especially on spiritual matters.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Well-developed communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

### WORKING RELATIONSHIPS

#### **Internal**

Principal  
School Executive  
Administrative staff  
Religious Studies staff  
Teaching staff  
Students

#### **External**

Diocese of Perth  
Parents, guardians or relatives of students  
Old Girls' Association Representatives  
WAASA Chaplains  
Anglican Schools Australia  
Hale School Chaplain

### OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.