



Nga Tawa Diocesan School Chaplain

Job description.

POSITION	Nga Tawa Diocesan School Chaplain
REPORTING TO	Principal Nga Tawa Diocesan School Board Chair
RESPONSIBLE TO	Principal
RELATING TO	Deputy Principal Director Wellbeing Director of Music Nga Tawa Diocesan School Community Wider Anglican Community and Parishes

PURPOSE OF THE ROLE

The Nga Tawa Diocesan School Chaplain is expected to lead the worship of the school community, encourage spiritual formation, and give empathetic Christian guidance to the students and the wider school community. This position links specifically to the special character aspect of Nga Tawa Diocesan School and the position holds responsibility for preserving and enhancing the special character education and the spiritual wellbeing of the school.

PERSON SPECIFICATION

The Chaplain will be expected to demonstrate a range of knowledge experience and attributes.

Education and qualifications

- Conferred or working towards Level 4 qualification in theology.
- An education background or qualification is also advantageous or equally a background in psychology, counselling or a related discipline.

Knowledge and experience

- Experience of leadership within the Anglican tradition or similar, particularly in the pastoral care and spiritual direction of young people.
- Demonstrates generous orthodoxy, spiritual empathy with diversity and understanding of issues facing young people today.

Personal and professional qualities

- Ability to work closely with and to build respect, trust and rapport with staff, students, and families
- An open warm and caring manner with empathy but the ability to hold 'difficult conversations' if the situation demands it
- Ability to empower young people and to delegate genuine responsibility to them
- A high level of emotional intelligence
- Strong and demonstrable commitment to the Anglican special character and values of the school
- Loyalty and ability to provide collegial and spiritual support to the Principal
- Ability to represent Nga Tawa Diocesan School in a professional manner
- Excellent written and verbal communication skills
- Time management and administrative and technology skills and an ability to uphold deadlines
- Ability to demonstrate a commitment to on-going professional learning
- Clear police vetting

KEY RESPONSIBILITIES

The Chaplain will:

- By example and proclamation witness to and teach the Christian gospel within the whole school community.
- Support the Principal in the promotion of all aspects of Anglican special character
- Prepare and deliver engaging worship services for the school family for Friday Chapel and other events on school and liturgical calendar
- Create and deliver an engaging and cohort appropriate religious education programme to years 9 -13
- Support and provide Christian pastoral care to all members of the school family at appropriate times and be involved as needed in wider pastoral care issues at the school in conjunction with the Principal, Senior Management and/or the school counsellor
- Work actively with staff, students and the wider school community to promote a warm family atmosphere
- Share in and implement the vision of the school contained in the Strategic Plan
- Following consultation with the Principal, represent the interests of the school at local Parish, Archdeaconry and Synod levels
- Maintain and enhance standards and values which support the special character of Nga Tawa which may include special character professional development for staff
- Participating in the wider life of the school community
- Be aware of legislation in regards to the Vulnerable Children's Act 2014 and the Health and Safety Act 2015 and practice accordingly

KEY TASKS

The Chaplain will:

- Mentor the Head of Chapel and the Sacristans of Nga Tawa Diocesan School to develop their understanding of service and personal spiritual development
- Prepare students to be baptised and to be confirmed
- Oversee and enable Christian based youth groups in the school, particularly seeking to encourage student leadership
- Support and actively liaise with other teachers who may be involved in religious education
- Invite visiting speakers/clergy into the school when appropriate after consultation with the Principal and in conjunction with the Religious Education programme
- Assist in enabling the celebration of pastoral services for the wider school community – baptisms, funerals, weddings.

- Participate in pastoral care meetings and coordinating spiritual guidance activities as required and requested
- Inform the Principal and other staff members of ongoing spiritual issues while having regard for privacy
- Arrange and organise, in consultation with the Principal and in liaison with the wider Anglican community, particularly St Stephen's, opportunities for engaging in worship
- Manage and administer the Chapel budget in conjunction with the Bursar and carry out supplementary duties relevant to the position of Chaplain following consultation and agreement with the Principal
- Complete student reports when indicated on the school calendar

MONITORING AND APPRAISAL

- The Chaplain will take part in a documented staff appraisal system, including regular student evaluation
- The Chaplain will meet with the Principal regularly to ascertain how goals and objectives are being met
- The Chaplain will provide a written report at the end of every year outlining how the goals and objectives for his/her area have been met, giving the results of the annual review and analysing the effectiveness of this

HOURS OF WORK

The hours of work are 20 hours per week. Days and times can be finalised after discussion with the Principal to determine a mutually workable weekly routine of presence in the school, together with additional times during weekends and during term time if and as required for Chapel services and other events.

Holidays are to be taken within the dates shown on the Term Card as School Holidays (except the week before the school year begins).

In consultation with the Principal, and at their discretion after taking into account the needs of the school, occasional release may be negotiated to attend regional Archdeaconry events, Clergy School, Electoral Synod meetings, the Anglican Schools Conference and other similar events if they occur during term time during times when the Chaplain would ordinarily be present at the school.

The parties acknowledge however that being in active ministry in the Anglican Church in the Diocese of Wellington may involve a number of expectations and commitments, for example, attendance at Synod, attendance at Ordination services, an expectation of taking times of retreat and reflection. The parties acknowledge that these requirements apply to all in active ministry in the Diocese, regardless of their employment situation, and, as such, these requirements are specifically not duties of employment by the school and therefore do not provide occasion for expectations of leave, time in lieu or reimbursement of travel expenses from the School.

OBLIGATION TO UNDERGO SPIRITUAL DIRECTION

The Chaplain shall, in consultation with the local Archdeacon, locate an appropriate Spiritual Director and shall attend spiritual direction sessions with that Director no less than six times per annum.