



## POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 3

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Chaplain position is based at the school and is accountable to the Principal.

## POSITION OVERVIEW

<b>Position Summary</b>	The Sunrise Christian School Chaplain develops supportive relationships with students, addressing their emotional, behavioural, social, and spiritual needs. The role involves assisting with issues like bullying, family breakdown, and critical incidents, facilitating communication between the school and home, supporting staff, and advising parents in need of assistance with matters such as sickness, grief, and abuse.
<b>Reporting / Working Relationships</b>	<ul style="list-style-type: none"><li>• Develop relationships with all students at the campus wherever possible</li><li>• Primary focus is to help students who have emotional, behavioural, social or spiritual needs</li><li>• Develop a safe environment and support for students with emotional, behavioural, social or spiritual needs</li></ul>



<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required</li><li>• Drivers licence and own vehicle required</li></ul>
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## KEY RESPONSIBILITIES

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<b>Assist with issues within the school</b>	<ul style="list-style-type: none"><li>• Assist with issues affecting students such as bullying incidents, harassment and communication breakdowns</li><li>• Assist students and their families where family and communication breakdowns have occurred</li><li>• Assist during critical incidents such as accident, illness and bereavement</li></ul>
<b>Provide support for staff</b>	<ul style="list-style-type: none"><li>• Provide support to all staff where necessary</li></ul>
<b>Provision of advice and support to parents in need</b>	<ul style="list-style-type: none"><li>• Provide physical support such as the organising of meals in the case of a family experiencing sickness</li><li>• Provide advice to families experiencing difficulties such as grief at the loss of a loved one or other emotional traumas</li></ul>

## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A Certificate IV in Youth Work; or</li><li>• A Certificate IV in Pastoral Care; or</li><li>• A Certificate IV in Chaplaincy and Pastoral Care;</li><li>• Or an equivalent qualification which must include competencies in 'mental health', 'making appropriate referrals', 'providing pastoral care' and/or 'working with youth'.</li></ul>
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<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• Sexual Harassment Awareness Training</li><li>• Protective Practices Training</li><li>• Professional Learning package (PLP) in responding to and preventing Cyberbullying Training delivered by the Office of the eSafety Commissioner.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrated experience in a Christian counselling role</li><li>• Experience in working with children</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of an educational facility</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills</li><li>• An ability to relate well to school aged students</li><li>• Ability to provide good role modelling to students</li><li>• Ability to work autonomously once tasks are delegated</li><li>• The ability to work cooperatively with both staff and students</li><li>• The ability to work as a member of a team in a manner that fosters the support and co-operation of team members</li><li>• Ability to deal with sensitive and confidential information in an appropriate manner</li><li>• Ability to communicate in a friendly and courteous manner with students and parents</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li></ul>



	<ul style="list-style-type: none"><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>
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### DESIRABLE CHARACTERISTICS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Christian counselling qualifications will be beneficial</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>• Current First Aid and CPR certificates are desired</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Involvement in a church related role providing assistance or supervision to teenagers will be highly regarded</li></ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_