

School Chaplain

Position Title	Chaplain
Location	As specified on the Chaplain's Contract
Chaplaincy Provider	SU Victoria
SU Department	Schools
Accountable To	SU Victoria Regional Coordinator School Principal (or appointed school representative)

1. Purpose

- 1.1 To develop and coordinate children's and youth work in schools in response to school's needs and priorities utilising SU Victoria's ELEVATE Framework and working within the ethos of Scripture Union.
- 1.2 To work in partnership with the School Leadership and Welfare Team in identifying and responding to school needs, whilst upholding the vision, mission, values and goals of the school.

2. Competencies Required

- 2.1 Ability to understand and implement community development principles in the context of a school.
- 2.2 Ability to work well within a volunteer environment, recruiting, supervising and developing people.
- 2.3 Ability to lead others effectively.
- 2.4 Ability to work as part of a team and work proactively with limited direction.
- 2.5 Ability to work in a planned and organised manner.
- 2.6 Effective verbal and written communication skills.
- 2.7 Ability to articulate a personal and practiced holistic Christian faith, and hold values consistent with SU ethos.
- 2.8 Effective work with children, young people and families and an understanding of the issues today's children, young people and families are facing.
- 2.9 Respect and communicate well with all sections of the church and community.

3. Minimum Qualifications

In line with NSCP requirements, all SU Victoria Chaplains must hold a minimum qualification requirement of:

- A Certificate IV in Youth Work; or
- A Certificate IV in Pastoral Care; or
- An equivalent qualification that must include competencies in mental health and making appropriate referrals.

4. Responsibilities

Professional Development and Personal Growth: *a commitment to holistic growth; social, emotional and spiritual health.*

- 3.1** Develop and reflect on knowledge and understanding of core skill areas required of a chaplain. This will include educational theory and practice, working with children and young people, pastoral care, group management, holistic Christian worldview.
- 3.2** To attend SU conferences, retreats, and training events, as well as relevant school PD events.
- 3.3** To maintain a vital personal faith journey, including regular Bible reading, reflection and prayer, and be committed to being in community with other Christians.
- 3.4** Assist and encourage people, when requested, in their exploration of spiritual matters.

Investing In People: *Focusing on development of volunteers and students for the benefit of the school community.*

- 3.5** To recruit, and train volunteers for the delivery of programs in the school.
- 3.6** To invest in the development of students, such as life skills, leadership, resiliency, as appropriate to the school context.
- 3.7** Provide support and referral to students as directed by the school's welfare team and school leadership.

Developing new initiatives: *Developing and introducing programs and services in response to the needs of the school community.*

- 3.8** To deliver new programs and initiatives, in line with the ELEVATE Framework.
- 3.9** To grow the size of the work in the school by working on agreed goals as per work plan.

Improve and develop ongoing initiatives: *Undertakes regular evaluation of current programs and ensures the effectiveness of ongoing initiatives through continual improvement.*

- 3.10 To ensure the ongoing evaluation, continual improvement and development of initiatives.
- 3.11 To identify and deliver training and resources for volunteers to improve the quality of work.
- 3.12 To ensure the work meets ChildSafe guidelines.

Building Greater Capacity: *Creating sustainability and long term work through the development of volunteers, teams, networks, and financial base.*

- 3.13 To function as part of, and encourage the growth of, a local Chaplaincy Development and Support Group (comprising of representatives from the School, SU, Church, and the local community) with the aim of developing and growing the work on the ground.
- 3.14 To liaise, work with and strengthen relationships with local churches and other children's and youth agencies and organisations.
- 3.15 To partner with SU and the schools' wider community to build a financial and support base for the work.

5. General Responsibilities

- 4.1 To participate in supervision, coaching and review processes.
- 4.2 To be involved in relevant networks and professional bodies as agreed, for the purpose of sharing ideas, resources and experiences.
- 4.3 Be willing to work occasional unsociable hours.
- 4.4 To ensure the promotion and publicity of the work through school publications, SU publications and activities, and local media as requested.
- 4.5 To ensure the timely administration of correspondence, reports, applications, minutes, and agendas as required.
- 4.6 To write and maintain appointment records, client notes and file information as required by NSCP Guidelines and SU Policies and Procedures.
- 4.7 To produce and circulate quarterly newsletters to supporters.
- 4.8 To assist in preparation of and ensure the work operates within the agreed budget.
- 4.9 To maintain and monitor equipment for activities.

NSCP Position Description

This Position Description is taken from the Department of Education website, last updated October 2015. It can be accessed at the following link:

<http://www.education.vic.gov.au/Documents/school/principals/health/nscppositiondescription.DOCX>

To be read in conjunction with the SU Victoria Chaplain Position Description.

National School Chaplaincy Program (NSCP)

The aim of a chaplain funded via the NSCP is to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.

The NSCP defines pastoral care as 'the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice'.

Chaplains in Victorian Government Schools must abide by the Department's NSCP Guidelines and the service agreement between the school and chaplaincy provider. The guidelines include a code of conduct which must be agreed to by the chaplain. The NSCP guidelines can be viewed at: <http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx>

Chaplains must also abide by any requirements established by the chaplaincy provider.

The Purpose of a NSCP Chaplain

A chaplain engaged via the NSCP may:

- work as a member of the school's wellbeing team in the delivery of student wellbeing services
- contribute to improving student engagement and connectedness
- contribute to providing a safe, inclusive and supportive learning environment
- provide pastoral care and guidance to students
- operate within the school community and with external providers.

The Responsibilities of a NSCP Chaplain

The roles and responsibilities of an NSCP chaplain could include:

- providing support in areas such as student attendance, engagement and mental health
- providing students, their families and staff with support and/or appropriate referrals in difficult situations such as during times of grief, or when students are facing personal or emotional challenges
- providing pastoral care and guidance to students about values and ethical matters, referring students, or sourcing appropriate services to meet their needs, which may involve access to services in the community
- supporting students and staff to create an environment which promotes the physical, emotional, social and intellectual development and wellbeing of all students
- supporting students and staff to create an environment of cooperation and mutual respect, and promoting an understanding of diversity within the range of cultures and relevant traditions.

An NSCP chaplain must not:

- take advantage of their privileged position to proselytize, evangelize or advocate for a particular religious view or belief
- put themselves, or allow themselves, to be placed in a compromising situation, recognizing that there are circumstances where confidentiality may be sought by the student
- conduct themselves in a manner which impacts the delivery of their services under the program, even in a private capacity
- perform professional or other services for which they are not qualified
- conduct religious services or ceremonies or lead students or staff in religious observances unless agreed to by the Principal if working in a government school
- deliver special religious instruction if working in a government school.

Selection Criteria of a NSCP Chaplain

- Experience in providing support to children and young people and their families to address social and emotional needs.
- Ability to provide, pastoral care, advocacy and critical incident response to support for children and young people, school staff and families.
- Experience in delivering wellbeing services within a multidisciplinary team.
- Ability to support schools and teachers to identify and develop educational, social and emotional programs to support children and young people who are vulnerable or at risk.
- Ability to support children and young people in out-of-home care or those impacted by trauma.
- Ability to liaise with community service organisations, government agencies, hospitals, specialist programs and other allied health professionals.

NSCP chaplains may be from any faith. Chaplains are not permitted to proselytize and must respect, accept and be sensitive to other people's views, values and beliefs. Chaplains must comply with State legislation and policies in relation to child protection matters, as well as meet minimum qualification requirements.