

## Selection Criteria and Job Description Alta-1 College- Chaplain

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### SELECTION CRITERIA

Please ensure you address the below selection criteria in no more than 4 pages and submit along with a cover letter, your resume and pastor's reference.

#### Section 1 - Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working With Children Check and Nationally Coordinated Criminal History Check.
4. Chaplaincy qualification or equivalent.
5. Ability to interact with a range of clientele in various capacities.
6. Proven record of self-motivation, efficiency and professionalism.
7. Demonstrated ability to work with and learn a variety of computer programs.
8. Demonstrated ability to manage administration tasks.
9. Demonstrated capacity to work autonomously and as part of a team.
10. Hold a valid drivers license.

#### Section 2 - Desirable

1. To have previous experience in chaplaincy.
2. Prior experience working with at-risk adolescent students.

## Job Description ALTA-1 Chaplain

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### Primary Role

The primary role of a chaplain at Alta-1 College is to support the campus teacher by assisting students in personal and spiritual domains and to act as a link to church youth programs and the community.

### Nature of Role

The role of an Alta-1 chaplain is built around the following domains:

- Working with small groups of students
- Working pastorally with individual students
- Assisting the campus teacher
- Extra curricula involvement
- Acting professionally

### Personal Requirements for the Role

The Alta-1 program requires a chaplain to be:

- A Christian committed to demonstrating that their beliefs and values are real and impact their daily life.
- A vital link between the supporting church and the various Alta-1 learning programs.
- Capable of planning, implementing and assessing learning sequences that relate to personal development and spiritual growth.
- Supportive of the site teacher in administrative tasks.
- Professional in all aspects of work including punctuality, preparation and support of each team member.
- Respectful and active listener in relation to the students.
- Dedicated to achieving the highest level of academic success for the students under their care.
- Dedicated to resolving issues in a positive, constructive and open-minded way.
- Steadfast in their decision to make the program a success for all the students and staff who are involved.
- The measures of good practice for a chaplain within Alta-1 are the following:

### Working with small groups of students

▪ Manages a group of 5-10 students, ensuring that tasks related to personal development and religious education are completed successfully and to the required standard.
▪ Liaises and cooperates with the teacher and teacher's assistants in the development and implementation of Individual Education Plans (IEP's) related to personal development and religious education for all participants. These learning times will involve opportunities for individual counseling under the direction of Alta-1's psychologist.
▪ Assesses student work related to the IEPs in liaison with the teacher who will supervise all internal moderation activities.
▪ Monitors student behaviour, initiating corrective action where appropriate.
▪ Addresses issues as they arise.
▪ Reports all incidents to the site teacher.
▪ Works with site team to assist students to explore the notion of joining a church community.
▪ Communicates clearly and positively with students.

### Working with individual students

▪ Develops positive and meaningful relationships with students individually.
▪ Facilitates opportunities for students to debrief about personal circumstances and issues.

<ul style="list-style-type: none"> <li>▪ Provides advice and guidance to students consistent with Alta-1 values and principles.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Acts as a student coach/mentor under the direction of the school psychologist.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assists students work through individual change plans and IEP's.</li> </ul>

#### **Assisting the site teacher**

<ul style="list-style-type: none"> <li>▪ Prepares teaching resources including photocopying and set-up of electronic equipment.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in the planning and execution of weekly student excursions.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in the set-up and pack-away of the classroom.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Develops familiarity with site teaching materials.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assists with organising, monitoring and periodic visiting of Workplace Learning sites.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Takes responsibility for maintenance and care of site vehicle.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Enters pastoral care notes into school records (SEQTA) as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assists teacher with new student enrolment interviews; suspensions; exit interviews.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Drives site vehicle as directed by the teacher.</li> </ul>

#### **Extra Curricula Involvement**

<ul style="list-style-type: none"> <li>▪ Participates in professional development activities organised by the school.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in professional development activities arranged by self, according to interest and professional improvement, as negotiated with Principal.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Assists with organisation of, and participates in, site camps.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in whole school camps as directed by the Principal.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in parent interview evenings as directed by site teacher.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates fully in annual staff retreat.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in awards nights.</li> </ul>

#### **Acting Professionally**

<ul style="list-style-type: none"> <li>▪ Maintains punctuality.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Attends all staff meetings.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participates in staff prayer meetings.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Behaves as a positive role model to students.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Ensures that personal business is not attended to during supervision times.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Maintains appropriate professional boundaries with students.</li> </ul>

#### **Reporting Relationship**

Chaplains are responsible to the Regional Principal, through the site teacher, for the discharge of their educational and pastoral duties.

#### **External Relations**

Public relations (eg. Contact with the media, police) and contact with general external agencies is the responsibility of the EO or delegate.