



Position Description

Assistant Chaplain

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The Assistant Chaplain will support the Chaplain in leading the spiritual development of students and the Roseville College community and supporting the mission, vision and values of Roseville College. They will be a highly relational person with an enthusiasm to connect with and serve others, approaching all they do with professionalism, creativity and care. They will be independently driven, with a passion for sharing the hope of Jesus through the message of the Gospel with the Roseville College community.

Key relationships

- Roseville College staff
- Students
- Parents

Reports to

Roseville College Chaplain

The Role

- Part time 0.3 FTE permanent opportunity
- Days include a Thursday and Friday
- Teaching load which may vary year on year as per the needs of the College.

Key responsibilities

Develop Christian Community

Roseville College Principle of Practice: Forge relationships with kindness, gratitude and trust

- Proactively forge relationships.
- Create opportunities for connection with students and/or families.
- Be present in the wider life of the College, such as Saturday sport, School Camps and relevant events such as performances and parent-teacher interviews.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com

Assistant Chaplain

- Be proactive in the pastoral care of staff, students and families.
- Uphold relationships with professionalism, integrity, humility and wisdom.

Engage Missionally with Students

Roseville College Principle of Practice: Honour the worth of every individual.

- Understand the faith formation journey of students of all ages and support faith exploration in age-appropriate ways.
- Run faith engagement programs for students, such as student Bible studies, Alpha groups, prayer groups and afternoon clubs.
- Support effective mentoring for students in key areas, including leadership, faith exploration and pastoral care.
- Support the Chaplain with weekly Chapel services, such as preparing prayers and Bible readings, run sheets, slides and supporting student involvement.
- Maintain effective connections with local churches to support students in their faith journey and proactively look for opportunities to work together.

Lead Whole School Cru Program

Roseville College Principle of Practice: Lead with compassion and courage

- Oversee School Cru programs, including regular Cru lunchtime groups, student Bible studies and prayer groups, termly events and camps or trips as required.
- Identify and develop new opportunities for student engagement and leadership.
- Mentor and support student leaders, enabling effective student leadership of lunchtime Cru groups alongside their broader involvement in school life.
- Oversee and attend Cru incursions and excursions, including maintaining effective records, preparing risk assessments and communicating effectively with parents and families.
- Build connections between inter-school Cru groups and develop opportunities for community partnership.

Model excellence in teaching

Roseville College Principle of Practice: embrace challenge, revel in learning and pursue excellence

- Teach Christian Studies and/or other subject areas.
- Contribute to assessment and report, as required of all teaching staff.
- Support the professional development of staff in Christian Studies teaching and the integration of Christian theology into relevant curriculum areas.
- Support the development of bespoke Christian Studies resources and curriculum.
- As per the role description 'Teacher'

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.

Assistant Chaplain

- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Tertiary qualifications in Education – theological training desirable.
- NESA accreditation to teach
- Experience as an Assistant Chaplain, Christian Studies teacher or in another related area of Christian ministry.
- Active Christian faith and involvement in local church.
- Willing to affirm a statement of Christian faith as expressed in The Apostles' Creed.
- Highly professional and self-motivated.
- Strong interpersonal and organisational skills.
- Pastorally minded and able to engage empathetically with young people.
- Demonstrated prayerful character and personal integrity.
- Able to nurture partnerships within the school and wider community.
- Able to work calmly and collaboratively within a team.

Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Collegial and collaborative and able to work well in a team.
- Adaptable and able to work well under pressure in a fast-paced environment.
- Flexible and responsive to change.
- Excellent organisational skills.
- Exceptional interpersonal and communication skills.
- Customer focused and results driven.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).