



Maitland Lutheran School

Enriching Education – Embracing Community

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Feed My Lambs John 21:15

ROLE DESCRIPTION AND EMPLOYEE SPECIFICATION

DETAILS	
Title of Role:	Wellbeing Coordinator/Chaplain
Classification:	Indication depending on experience/qualifications \$70k-\$78k per annum
Tenure:	Full time Permanent
Reports To:	School Coordinators/Principal
Commencement Date:	January 2024

SUMMARY

Maitland Lutheran School is a growing co-educational Foundation – Year 12 School with an enrolment of 420 Students.

At Maitland Lutheran School, the Wellbeing Coordinator/Chaplain will model servant leadership as shown to us by our Lord and Saviour, Jesus Christ; display the qualities of excellent leadership, management and administration; and work closely with all Year Level Coordinators and the school parent community.

The position directly supports students in their faith and personal development. The role is situated within a team that includes Teachers and the School Leadership Team collectively and individually, and other designated personnel who respond to the needs and growth of students as young adults.

Staff at Maitland Lutheran School are required to promote and support a positive organisational culture by maintaining effective working relationships and communicating effectively with students, parents, colleagues and visitors. Staff are also required to actively contribute to the vision and values of Maitland Lutheran School.

SPECIAL CONDITIONS

Maitland Lutheran School staff are employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Maitland Lutheran School specific responsibilities for a Wellbeing Coordinator/Chaplain include the following; (grouped into the key result areas (KRA's) and major areas of responsibility and activity)

General

Leadership

Pastoral Leadership

Expectations

The responsibilities of the Wellbeing Coordinator/Chaplain in each KRA include:

- **General**

- Actively support the values and ethos of the school and promote and celebrate the Gospel of Jesus through the mission and ministry of Maitland Lutheran School.
- Ensure staff within Maitland Lutheran School embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation.
- Hold appropriate, or be willing to gain, Lutheran accreditation qualifications as required by the Lutheran Church of Australia (Pathways – Accreditation T) – the school will provide time to do this;
- Be committed to undertaking out-of-hours activities related to promotional, welfare and educational aspects of the school and carry out all duties in a spirit of Christian compassion;
- Perform such other duties as the Principal or Coordinators may assign from time to time;
- Support staff as they plan and carry out school worship; and
- Be available for selected camps/excursions as a spiritual presence.

- **Leadership**

- Assume responsibility for the current and future visioning of the Wellbeing program and its successful implementation;
- Lead, inspire and mentor the Sub-school hub coordinators;
- Strategic leadership of the wellbeing agenda across the school to ensure a holistic education is provided to students, including exploring service learning initiatives;
- Model qualities of leadership and positive relationships to the school community;
- Lead sub-school meetings to enact strategies that relate to wellbeing;
- Offer direction to the staff with school worship and school events;
- Liaise with Outdoor Education Coordinator and Year Level coordinators to ensure the scope and sequence of wellbeing and pastoral care is supported by and embedded in camps;
- Support the staff in the spiritual and emotional journey of students in the secondary school;
- Share with the Principal and School coordinators in being a presence in the school, school events and the wider community;
- Assist in the development of student leaders and SRC and mentor them in leadership opportunities.

- **Pastoral Leadership**

- Ensure a school environment that is positive and safe for all members;
- Plan and coordinate proactive strategies that build character among students and meet the aims, mission and ethos of the school;
- Manage (as appropriate) escalated student issues with a view to resolving prior to being referred to the school coordinators;
- Apply consistent standards of expectation in relation to community relations and interactions, student behaviour, attendance, and dress and appearance;
- Promote and develop a spirit of excellence, responsibility and cooperation among students across Years 7-12;
- Liaise with psychologists and parents to facilitate the wellbeing of students in the school environment.

- **Expectations**

- That children and their needs are treated with respect and care.
- Contribute positively to the overall ethos of the School regarding inclusion of all students ensuring all students have equal access to opportunities to learn and develop.
- Build on own strengths and areas of expertise through training and professional development.
- Be committed to undertaking out of hours activities related to promotional and educational aspects of the School.
- Models the Christian ethos and values of the School.
- Participate and cooperate with all staff in a team situation.
- Demonstrate sound organisation, administration and record keeping skills.
- Demonstrate an understanding of current educational and behaviour management trends.
- Attend and participate in relevant meetings as required.
- To share ideas and to be tolerant and supportive of other views and ideas.

- That all duties are carried out to the satisfaction of the Principal.
- That initiative and motivation are displayed.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- In case of any emergency undertake duties as per the emergency and evacuation procedures.
- All employees recognise and accept that they may be required from time to time to undertake duties that are outside their normal role description but within their skills, competency and capability.
- Comply with relevant legislation, policies and procedures, applicable to the roles, specifically but not limited to:
 - WHS and Risk Management Policy
 - Child Safe Policy
 - Child Safe Adult Code of Conduct
 - Staff and Student Professional Boundaries
 - Student Code of Conduct
 - ICT Policy
 - Confidentiality and Privacy Policy
- Any other duties as directed by the Leadership Team.

EDUCATIONAL/ VOCATIONAL QUALIFICATIONS

The Wellbeing Coordinator/Chaplain will hold or be required to successfully complete:

- A current working with children check (WWCC).
- Hold a current National Police Check
- Evidence of Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC).
- Hold a current Certificate in First Aid “Provide First Aid in an education and care setting” (HLTAID012).
- Valuing Safe Communities training with LESNW or willingness to complete upon appointment.
- 100-point Identity Check.
- Have preferably completed or be willing to gain accreditation as required by the Lutheran Church of Australia (Pathways-Accreditation T)
- Read, understand and sign a Chaplain Religious Pastoral Code of Conduct
- Complete and pass the Online Cyber Bullying Course.
- Demonstrate sound organisation, administration and record keeping skills.

PERSONAL SKILLS, ABILITIES AND APTITUDE

The skills, abilities and aptitude of the Officer will encompass the following;

Skills

- Competent in the use of Microsoft office and Google Workplace computer software.
- Well-developed organisational and time management skills.
- Demonstrate sound administration and record keeping skills.
- Excellent communication skills, (telephone, email, written correspondence)
- Demonstrated ability to work effectively with students with a broad range of ability and disability.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting deadlines.
- Interpersonal skills that portray a supporting and non-judgemental atmosphere.
- Has the technical knowledge or experience to perform a wide variety of duties usually without technical instruction.

Abilities

- Create and maintain a caring and supportive environment that ensures students with learning needs can reach their potential.
- Organise and set priorities for various activities while meeting required deadlines.
- Work cohesively in a team environment as well as working autonomously where required.
- Take an objective approach to challenges and effectively use initiative.
- To use diplomacy, discretion and tact as required in a professional work environment.
- To operate with the strictest confidence.
- Provide positive, enthusiastic support to staff, students and parents.
- Relate well to children and adults.
- Understand various classroom roles and responsibilities and understand the role of support within these.

Aptitude

- A personal commitment to the Schools vision, mission and values underpinning the delivery of a Christian based education.
- Demonstrate a desire to work with all students.
- Be committed to providing exceptional levels of service.
- Have an interest in serving and supporting others.
- Have a natural affinity with people and developing successful relationships.
- Friendly disposition and helpful nature.
- Seek information and advice as necessary.

EXPERIENCE

Experience in the Wellbeing/Chaplaincy space is essential.

WORKING RELATIONSHIPS

The Wellbeing Coordinator/Chaplain will provide pastoral care to students utilising wellbeing and counselling skills under the routine direction of the Principal and/or other designated staff, with the goal of referring onto another person or service if the requirements are more complex.

CLASSIFICATION LEVEL

The position of Wellbeing Coordinator/Chaplain carries a classification level of Grade 3 Year 1. (Refer to the guidelines and matrix in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this grade level)

PERFORMANCE STANDARDS AND REVIEW

Ongoing review of performance will be conducted by the Principal or delegate. Performance will be monitored through means consistent with the performance measures identified within this document and/or other measures considered by the School as relevant to the position.

A review is undertaken to determine capacity to meet the demands of the role; where additional skill training is required and what level of job satisfaction is being obtained. Feedback will be given in discussions, informally and formally with the Principal or delegate.

APPLICATION PROCESS

Written applications including the contact details of two referees should be addressed to The Principal and forwarded electronically to the Administration Officer, carolyn.field@mls.sa.edu.au by Wednesday the 13th of September 2023.