



WHANGANUI COLLEGIATE SCHOOL

Job Title: Chaplain
Reports to: Headmaster – Whanganui collegiate School (WCS)
Key Relationship: Headmaster - St George's School (STG)
Accountable to: Whanganui College Board of Trustees
Location: Whanganui Collegiate School
Key Working Relationships:

External

- **Bishop of Wellington** - The Bishop approves all Chaplain appointments in the Diocese. He is represented on our Board.
- **Anglican Schools Office** – Provincial connections, support and reviews
- **Archdeacon of Whanganui** – Supports all Clergy in the local area.
- **Community Charitable Groups** - The Chaplain runs a service programme to benefit various charitable groups.

Internal

- **Deputy Headmaster (WCS), Senior Master Administration & Deputy Principal (STG)** - Delegated authority in the absence of the Headmaster, and for all calendar requirements.
- **Senior Master & Pastoral Care team** - Works as a key member of pastoral team to support students.
- **Housemasters** - Participation in Chapel services within Chapel and Boarding Houses
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- **Director of Music/Organist** - Coordination of Chapel music/choir for Chapel events.
- **Parents** - Chaplain is the face of the Anglican special character to the parents.

Primary Purpose

The Chaplain will proclaim the gospel, connect closely with students of the Schools, especially in smaller groups as well as in the Chapel and classroom settings, raise awareness of and help students to work towards social justice and care of the environment within the Schools and in their communities and help connect the Schools and the students to the wider Body of Christ.

The Chaplain will lead the worshipping life of the community with creativity and energy, celebrating the sacraments pursuant to a Bishop's Licence and in accordance with the doctrine of the Anglican Church in Aotearoa, New Zealand and Polynesia, using only the forms of service which are authorised or allowed by lawful authority.

The Chaplain will loyally support Whanganui Collegiate School and St George's School at all times and contribute to their success.

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.

This Job Description will be reviewed and may be updated from time to time by the Employer in consultation with the Employee to ensure the skills, knowledge and experience of the Employee are being best utilised for the evolving needs of the Employer and organisations to which the Employer has responsibilities and obligations as wider stakeholders and support groups.

KEY TASKS AND RESULT AREAS

The Chaplain role includes adherence to the maintenance and preservation of the education with a special character, which is an express obligation imposed upon the College Board under Whanganui Collegiate School's Integration Agreement with the Crown. This includes:

- Ensuring that Christian values of vitality, compassion, and self-discipline enrich the everyday lives of staff, students and the school community, and that students take those qualities with them to influence them for the rest of their lives, and instilling these through a quality school environment provided through every house, classroom and recreational pursuit, particularly through regular worship in Chapel, assembly and boarding house;
- Being sympathetic to and supportive of the Anglican foundations of the School;
- Maintaining the seven-day boarding house model and its enduring traditions;
- Having day students within boarding houses who partake fully, wherever possible, in the boarding house life of all students;
- Participating in and fully supporting five 'Collegiate Weekends' each year over both Saturday and Sunday, allowing the school community to share various religious observances, pastoral, educational, co-curricula and sporting activities;
- Being open for Saturday morning instruction in place of Wednesday afternoon instruction.

Key Accountabilities:

Key accountabilities	Key tasks	Key measures of success
Chaplain to WCS and St George's	Arranging and organising, in consultation with the Headmaster, opportunities for regular worship as is customary in the Anglican Church.	Preparing and delivering each term a programme of regular worship in the Chapel which develops a rich variety of traditional and contemporary styles of worship.

	<p>By example and proclamation witnessing to and teaching the Christian gospel within the whole Schools' community, including inculcating Christian standards and values in the students, parents and staff of the Schools.</p> <p>Actively seeking engagement with and involvement of the students of the Schools in Diocese-led youth events such as Easter Camps, Anglican Schools Pilgrimage, The Games and other events which help connect students into the wider life of the Diocese.</p> <p>Overseeing and running Christian-based youth groups in the Schools, particularly seeking to encourage student leadership.</p> <p>Inviting visiting speakers/clergy into the schools when appropriate after consultation with the Headmaster.</p> <p>Taking an active interest in all that happens at the Schools and, following consultation with the Headmaster, representing the interests of the Schools in local Parish, Archdeaconry and Synod matters.</p> <p>Preparing and celebrating pastoral services for the wide Schools' communities – baptisms, funerals, weddings.</p> <p>Managing and administering the Chapel budget.</p> <p>Carry out supplementary duties relevant to the position of Chaplain following consultation and agreement with the Headmaster.</p>	<p>The Anglican Faith is strong in the Schools' community.</p> <p>Report to the bi-monthly Special Character subcommittee meetings.</p> <p>Actively participating in opportunities to connect with other School Chaplains and also actively seeking to remain connected to other Diocesan clergy, especially local clergy within the Whanganui area.</p> <p>Preparing students to be baptised and to be confirmed.</p> <p>Being available to the community.</p> <p>Effective reporting to Headmaster +/- 5%</p> <p>Participating in the wider life of the Schools as and when possible.</p>
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<p>Uphold the Special Character of WCS and St George's</p>	<p>Supporting the Special Character of Whanganui Collegiate School and St George's School.,</p> <p>Maintaining and enhancing standards and values which support the Special Character of Whanganui Collegiate School and St Georges School.</p> <p>Participating in activities which relate to the Special Character.</p>	<p>Work with both Headmasters to ensure Charters and Policies are consistent with the special character and values of an Anglican school.</p> <p>Work with Headmasters of both Schools to ensure that Anglican faith is foremost and visible and support them in the promotion of all aspects of Special Character.</p> <p>To be present at important events in the Schools' calendar.</p>
<p>Guidance duties</p>	<p>Supporting and providing Christian pastoral care to all members of the Schools' families at appropriate times and to be involved as needed with wider pastoral care issues at the Schools.</p> <p>Assisting with pastoral care (especially in the case of traumatic incidents).</p> <p>Informing the Headmaster and other concerned staff members of ongoing guidance issues while having regard to privacy.</p> <p>Working actively within the staff to promote a warm collegial atmosphere.</p>	<p>Calm & balanced pastoral approach that reflects our special character.</p> <p>Providing support for families in need.</p> <p>Be an active member of the pastoral team.</p> <p>Mingle and mix socially with staff and show interest in their needs.</p>

GENERAL REQUIREMENTS AND PERFORMANCE MEASURES

1 Technical Skills and Knowledge

- IT and office systems skills
- Accurate and efficient data entry and record keeping
- Ability to learn and adapt to new systems and technology
- Ability to develop and implement efficient and effective (new) work processes

2 Team Work

- Works collaboratively and cooperatively with all members of staff, as a member of the wider organisation, and as a service provider to the wider WCS community
- Works effectively with others to deliver results and supporting others
- Ability to develop strong relationships with various staff and contacts within the School community
- Willingly undertakes tasks and duties to help the team deliver its responsibilities even if not a primary duty or responsibility of Employee

3 Communication

- Excellent time management skills, strives to always meet deadlines
- Good oral and written communication skills, and communicates effectively with a wide range of people
- Good presentation, grammar and editing skills
- Conveys accurate, relevant and complete information to others in a timely manner
- Proactively follows up matters through to conclusion
- Conveys accurate and helpful information and reports to Headmaster and Board in a timely manner
- Respond to or refer all email communication or telephone messages within one working day, wherever practicable
- Warm friendly and helpful manner.

4 Planning and Organisation

- Superior planning, prioritising and organisational skills
- Takes ownership for area of responsibility
- Attention to detail and accuracy
- Ability to work under pressure and prioritise work
- Ability to work in an independent manner to identify and resolve problems
- Processes tasks effectively and monitors progress
- Multitasks effectively

5 Personal Qualities

- Understanding and acceptance of a diverse range of cultures
- Self-motivated with a strong sense of personal responsibility and accountability
- Shows initiative
- Demonstrates integrity
- Sensitivity and confidentiality
- Strives for quality and excellence in everything
- Neat appearance, well presented
- Positive attitude
- Ability to be consistent, accountable and behave ethically
- Versatile and flexible
- Uses sound judgement
- Identifies own professional development needs and ways to meet them

- Awareness of and compliance with Health and Safety in the Workplace rules and requirements
- Serves as a good ambassador of the school, staff and students and wider WCS community

6 Special Character

The role includes adherence to the maintenance, and preservation of education with Special Character, which is an express obligation imposed upon the Board under its Integration Agreement with the Crown.

This includes:

- Ensuring that Christian values of vitality, compassion, and self-discipline enrich the everyday lives of staff, students and the School community, and that students take those qualities with them to influence them for the rest of their lives, and instilling these through a quality School environment provided through every house, classroom and recreational pursuit, particularly through regular worship in Chapel, assembly and boarding house;
- Being sympathetic to and supportive of the Anglican foundations of the School;
- Supporting a Chaplain who is sympathetic to and supportive of the Anglican Church and its principles;
- Maintaining the seven-day boarding house model and its enduring traditions;
- Having day students within boarding houses who partake fully, wherever possible, in the boarding house life of all students;
- Supporting five ‘Collegiate Weekends’ each year over both Saturday and Sunday, allowing the School community to share various religious observances, pastoral, educational, co-curricular and sporting activities;
- Being open for Saturday morning instruction in place of Wednesday afternoon instruction.
- Upholding, supporting, and participating in the special character aspects of School life. Including, yet not limited to, the provision of co-curricular activities, such as sport, performing arts, culture activities, and academic tutoring.

Declaration:

Approved by Headmaster:	
Date approved:	
Signature of employee	
Date	