

## Position Description

# Assistant Chaplain / Assistant to the Senior Chaplain

### OVERALL PURPOSE OF THE POSITION

Barker College is a leading co-educational Independent Anglican, day and boarding, School located in Hornsby. Barker College seeks to be a leader in Christian education that is characterised by a global vision that inspires hope.

The Assistant Chaplain / Assistant to the Senior Chaplain will promote the Christian ethos of the School and be primarily focused on serving in the Secondary School, seeking to deliver faithful and effective chaplaincy and working in the chaplaincy team.

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### PRIMARY DUTIES & RESPONSIBILITIES

The main responsibilities of the Assistant Chaplain / Assistant to the Senior Chaplain are:

- ensuring that in all areas of the Secondary School the Christian foundation of the school is acknowledged and upheld, the Christian mission of the school is advanced, and the Christian values of the school are embraced;
- planning and leading Chapel services alongside others in the Chaplaincy team under the supervision of the Senior Chaplain;
- playing a role in the wellbeing/pastoral care of students, their families, and staff;
- meeting individually with staff and students who are seeking to grow spiritually;
- teaching Christian Studies (Years 7-12) and taking an active role in the development of the Christian Studies curriculum; teaching another academic subject where appropriate;
- attending the voluntary Christian groups (Cru, Cru Small Groups, Cru events and camps);
- coaching sport – or involvement in another form of co-curricular activity;
- possible involvement with the boarding community.

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### SKILLS ESSENTIAL TO THE JOB

- passionate about sharing the gospel of Jesus Christ with the Barker community;
- has demonstrated a commitment to the well-being of students and growing young people in faith;
- prayerful, Biblically informed, theologically well-read, spiritually mature, seeking to grow in Christian faith and commitment;
- an experienced, effective and excellent teacher who demonstrates passion and enthusiasm for teaching and learning;
- possessing strong motivating, influencing and team-building skills, a team player themselves having displayed a capacity for and a commitment to teamwork;
- an engaging communicator; demonstrates highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds;
- interested in and able to relate well to all students, able to support students in all their endeavours;
- demonstrates a sensitivity in meeting and working with people at various stages of their spiritual, emotional, social and intellectual journey;

- demonstrates the capacity to provide leadership that is characterised by a desire to inspire, and a capacity for lateral thinking and innovation;
  - experienced in the community service sector with the ability to support the development of a strong service/social justice culture;
  - proven organisational skills and capacity to work independently and effectively in the face of changing priorities, deadlines and pressures;
  - demonstrates loyalty to the School, fosters School spirit, interested in the wider work of the School and that which lies beyond the Mint Gates;
  - demonstrates an understanding and acceptance of the Barker College Mission Statement and the values that underpin it and show a willingness to uphold and support the ethos.
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## **ESSENTIAL PERSONAL ATTRIBUTES**

- Exceptional personal standards of honesty, integrity and professionalism.
  - A person of Christian character who responds to people in a Christ-like manner.
  - Gracious and joyful personal style.
  - Pastorally sensitive and effective.
  - Confidential and respectful.
  - Intelligent, thoughtful, reflective.
  - A lifelong learner, teachable, pursues personal and professional growth.
  - Clear leadership skills, underpinned by a genuine interest in people.
  - Excellent presentation skills.
  - Highly refined communication skills, both written and oral.
  - Strong motivational, influencing and team-building skills.
  - Strong people management and development skills.
  - Aware of personal limits and the need for referral.
  - Committed to self care.
  - Actively involved in a local Church.
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## **ACCOUNTABILITY**

### **Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

### **General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

### **Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

**SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position
  - Flexible working hours
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**QUALIFICATIONS**

- Theologically trained with the potential to be ordained/licensed by the Diocese of Sydney
  - Trained and experienced in pastoral care or other formal counselling training
  - A qualified and registered teacher with experience in the Independent Sector
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**ORGANISATION CHART RELATIVE TO POSITION**

<b>The Manager's Manager:</b>	<b>The Head of Barker College</b>
<b>The Immediate Manager:</b>	<b>Senior Chaplain / The Head of Christian Studies</b>
<b>This position:</b>	<b>Assistant Chaplain / Assistant to the Senior Chaplain</b>

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**APPROVAL**

This position description accurately details the primary duties and responsibilities of the **Assistant Chaplain / Assistant to the Senior Chaplain**.

*Approved by the Senior Chaplain on 8 May 2025.*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:** \_\_\_\_\_

**Signature of Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_