



Dilworth School Position Description

Position	School Chaplain
Present Incumbent	Vacant
Location	Dilworth School
Responsible to	Headmaster
Direct Reports	Assistant Chaplain
Date	September 2022

Primary Purpose To fulfil the role of Priest as an ordained Anglican Clergy – an enabler, teacher and servant through the provision of appropriate School Worship and Liturgy. Provide strategic input into the School-wide Strategic Plan and activities across the school, ensuring Christian integrity in all activities, projects planning and implementation. Supporting chaplaincy and the wider pastoral care team in the delivery of activities and projects to support the pastoral and spiritual care of students and the Dilworth community.

Our Commitment to Child Safety

Dilworth School is committed to providing a safe, caring and nurturing environment and school climate to ensure the wellbeing and prevent the harm of tamariki, rangatahi, akōnga/learner, their whānau/family and staff. This is our single greatest priority and responsibility.

- Dilworth is alert to potential child safety risks and takes immediate action when issues are identified.
- There is zero tolerance for abuse of any kind.
- All stakeholders are to report any child safety allegations, disclosures or concerns.
- All staff must adhere to and abide by the Student Safety Code of Conduct.
- We seek, value and respect diverse representation, views and experiences in akōnga/learners and encourage individuality and choice.
- Akōnga/learners are empowered and encouraged to speak up and speak out.
- All services adhere to child rights principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.

The **full version of our Statement of Commitment to Child Safety** can be viewed on our website.

Area of Responsibility	Professional Tasks	Expected Outcomes
Worship	Responsible for worship across the three campuses in various contexts, ensuring appropriate strategic and operational delivery of this vital aspect of the school. This includes but is not limited to preaching ministry to support the spiritual needs of staff and students, spiritual leadership and discipleship of students. Provide a roster in conjunction with the Headmaster and the Heads of Campus which will	Services during worship and functions are meaningful, thought-provoking appropriately researched and delivered and well organised. All relevant parties are informed and budgeted guidelines are adhered to where relevant. Assistant Chaplain is developed in area of Worship, and feels

	<p>cover the regular morning Chapel Services and Sunday services.</p> <p>Responsible for arranging public worship on important days in the school year such as ANZAC Day, Founders Day etc as well as on special occasions on which it is appropriate to include a spiritual dimension. As part of the strategic approach to worship in the school, evaluate need and recommend and provide new forms of service for discussion and approval.</p> <p>Arrange various speakers from time to time.</p> <p>Assisted by the Headmaster and the Personal Assistant/Office Manager, officiate or assist in providing an officiant at staff and former student/parent functions as required, including weddings, baptisms and fun events.</p> <p>Mentor and support the Assistant Chaplain in worship activities, providing opportunity for them to lead or support services and direction regarding content, tone and delivery.</p> <p>Students are encouraged to participate in leading Chapel and the Chaplain, along with the Associate Chaplain is responsible for providing them with adequate training and preparation for this task.</p>	<p>supported and confident regarding own delivery at these events.</p> <p>Students are involved in worship and have the skills to feel prepared and confident with delivery.</p>
<p>Professional Leadership</p>	<p>Responsible for strategic input into the School Strategic Plan, identifying annual objectives that deliver on strategic Christian Faith based activities and projects in the school.</p> <p>Ensuring appropriate input from a Christian Faith perspective across all school wide activities and projects, ensuring that the faith aspect of Dilworth is supported and flourishing.</p> <p>Develop and maintain relationships with other relevant personnel in schools, faith-based organisations and education facilities to ensure leveraging of current thinking and practices.</p> <p>Reflects on own performance and demonstrates a commitment to own on-going learning in order to improve performance. Identifies and acts on opportunities for improving area of responsibility.</p>	<p>Christian activities and the delivery of pastoral care has a strategic and operational focus, incorporated in the School Strategic Plan, aimed at continuously improving and delivering on the school's commitment to the Christian Faith.</p> <p>Dilworth school and community retains its spiritual Christian focus through specific Christian based services, worship, celebrations and the teaching of Christian Education, and a respect for the Anglican faith is present in general school activities</p> <p>Strong networks with other relevant institutions through attendance at functions, reciprocal visits, sharing of information and attendance at meetings.</p> <p>Opportunities for learning are acted on and continuous improvement for self and others is ongoing.</p>

		Operates within lines of delegated authorities and provides information to the Headmaster on areas of delegated responsibility where appropriate.
Christian Education	<p>Support the Christian Education Teacher and Assistant Chaplain as required.</p> <p>Take part in Christian Education lessons as requested.</p> <p>Have input into the curriculum material delivered in Christian Education across the Junior and Senior Campuses.</p>	Christian Education is relevant and colleagues feel supported in terms of requirements.
Spiritual Counsel	<p>Working alongside the Pastoral Care Team and as a member of the Pastoral Care Team, responsible for the appropriate provision of spiritual counsel for students as may be directed by the Strategic Leadership Team or as part of own pastoral visitation and in line with Child Safeguarding policies and practices.</p> <p>Undertake a programme of pastoral visitation of students in their Boarding Houses supported by the Assistant Chaplain and therefore maintain contact with students outside of class time.</p> <p>Be available to staff and students at the campuses and foster and encourage contacts so that appropriate expression and weight be given to the "One School" concept.</p> <p>Involved in guidance and counselling from a faith-based perspective, and students will be referred as is appropriate. Will participate in particular programmes of relevance when invited by the Director of Student Services.</p>	<p>Active member of the Pastoral Care Team, supporting boys and students where appropriate.</p> <p>Regularly visiting the three campuses and building relationships with personnel there.</p> <p>Effectively supporting boys and/or staff when required, and where possible/welcomed, gaining good knowledge of individuals and their needs in the school community.</p>
Christian Initiation	<p>Assisted by the Associate Chaplain, preparation of previously unbaptised students who join the School for the reception of that Sacrament. Preparing any students who may wish to be presented to the Bishop for Confirmation.</p> <p>Preparing Year 7 students for Communion where this has not previously taken place.</p> <p>Oversight of any "extra curricular" spiritual inquiry group that may be offered.</p>	All students are well prepared and significant services and programmes are well managed.
Pastoral Care	In fulfilling the role of Parish Priest to those associated with the School on the campuses, be available to parents and caregivers in respect of their son's or their own life situation, and to all staff and their families.	<p>Members of the school community know about and utilise support from the Chaplain.</p> <p>Participating in the regional and national life of the Anglican Church.</p>

<p>Relationship to the Diocese and Wider Church</p>	<p>Fulfil obligations to the Diocese to maintain Authority to the Minister. Maintain collegial relationships with other clergy and participate in wider diocesan life as appropriate. Liaise with the Bishop to coordinate annual Episcopal Visit.</p>	<p>Develops the reputation and awareness of the School in the wider church community.</p>
<p>Cross and Extra-Curricular</p>	<p>Available to other sectors of the school curriculum where areas of his/her specialist knowledge and/or training may be felt to add value to what is being taught. Involved in the extra-curricular life of the school, including attendance at School events.</p>	<p>Actively involved in the wider life of the school where required.</p>
<p>Budget Management</p>	<p>Set budgets and manage expenditure in relevant areas in liaison with the Director of Finance and Operations and the Headmaster.</p>	<p>Budgets are appropriately set to meet the needs of the school and staff and expenditure managed within guidelines.</p>
<p>Management of Staff – Staff Performance and Development</p>	<p>Work with the Strategic Leadership Team, particularly the Director of Human Resources, on the performance management and development needs of individual staff. Participate in the school's Performance and Development Review, personally and for allocated staff. Ensure that relevant direct reports are completing this process for their direct reports. Ensure appropriate professional learning and development for staff. Ensure reciprocal communication regarding the performance and wellbeing of staff in liaison with the Headmaster and the Director of Human Resources, including discipline matters. Ensure strong induction and on-boarding training of all staff.</p>	<p>Staff have access to appropriate professional development in line with needs and goals set.</p> <p>Where appropriate, staff related matters are handled sensitively in consultation with the Headmaster and the Director of Human Resources, and with the knowledge of the appropriate Line Manager.</p> <p>Discipline matters of a serious nature are dealt with appropriately.</p> <p>School wide practices and procedures relating to Performance and Development and Reviews, are implemented.</p> <p>Completed records are provided to the Director of Human Resources.</p> <p>The relevant functions across the school are appropriately staffed to meet the differing needs related to operations, finance and projects.</p> <p>Staff are appropriately welcomed and trained on commencement.</p>

<p>Safeguarding and Child Protection</p>	<p>Always implement and demonstrate compliance with Dilworth’s child safety policies and procedures.</p> <ul style="list-style-type: none"> • Prioritise child safety at a strategic and operational level, specifically for lead area(s), ensuring child safety is included in all relevant projects, plans and documents. • Ensure compliance with all child safety legislation, standards and principles. • Work collaboratively by representing lead areas on child safety committees, sub-groups or working groups that facilitate the school’s ability to implement, manage, monitor and continually improve child safety strategies, practice and our safeguarding culture. • Foster an environment that values akōnga/learner empowerment and participation and ensures staff, akōnga/learners and families clearly understand this value. • Drive the engagement of akōnga/learners, families, staff and the community in the school’s safeguarding culture. • Apply child safety risk assessment and management processes, including managing and monitoring documentation, implementation and staff compliance. • Enable opportunities for and engage in child safety training. <p>Undertake and implement staff supervision and performance management that qualitatively monitors child safety roles and responsibilities.</p>	<p>Child and adult safeguarding policies, procedures, practices and protocols are understood and applied, evidencing safeguarding of all people is at the centre of all work-related activities.</p> <p>Professional conduct and behaviours (on/offsite, in-person and online) demonstrate Dilworth’s expected child safety procedures and conduct when representing Dilworth.</p> <p>Commitment to Dilworth’s Student Protection Policy and Student Code of Conduct for staff is confirmed.</p>
<p>Safeguarding and Child Protection</p>	<p>Ensure akōnga/learner wellbeing and safety remains central to all akōnga/learner activities and interactions by:</p> <ul style="list-style-type: none"> ▪ Complying with Dilworth’s Student Safety Code of Conduct for Staff requirements. ▪ Empowering and supporting akōnga/learners to access participation initiatives. ▪ Listening to and engaging with akōnga/learners on topics that are important to them. ▪ Implementing child safety risk management requirements. 	<p>Uphold and implement Student’s rights to provisions, participation and protection.</p> <p>Required child safety conduct and boundaries is maintained with akōnga/learners and in the vicinity of akōnga/learners.</p> <p>Apply the school’s child safety reporting requirements when responding to child safety concerns, as per Dilworth’s Student Protection Policy and Reporting Policy.</p>

	<p>Apply Dilworth’s mandatory child safety reporting processes when responding to any identified or disclosed akōnga/learner wellbeing concerns or complaints or allegations of harm or abuse.</p>	<p>Complete all safeguarding learning and development within any applicable timelines.</p>
	<p>Report any emerging child safety risks, policy or code of conduct breaches to your Manager or Dilworth’s Safeguarding Officer.</p>	<p>Akōnga/learner and staff safeguarding concerns are identified and reported promptly using the schools’ reporting processes.</p>
	<p>Demonstrate safeguarding as a shared Dilworth workforce responsibility.</p>	<p>Ensure all akōnga/learner engagement is within a safe and inclusive environment (including online platforms).</p> <p>A safeguarding culture is embedded across Dilworth.</p>
<p>Values and Behaviours</p>	<p>Conduct oneself in alignment with the School Values and encourage such behaviours in others. The school values are:</p> <ul style="list-style-type: none"> • Respect • Integrity • Compassion • Excellence • Service <p>Behaviours actively support organizational initiatives and all interactions with colleagues are respectful.</p> <p>Conduct exhibits energy, motivation and a commitment to achieving excellence.</p> <p>All stakeholders including team members, students, contractors, colleagues and visitors, are treated with respect, professionalism and empathy.</p> <p>Difficulties with colleagues are responded to positively, constructively and quickly.</p> <p>Own behaviours put safeguarding of all people at the centre of all activities at all times.</p>	<p>Co-operates with colleagues on tasks that require working in collaboration.</p> <p>Attend meetings as required and supports colleagues effectively with organisational issues and priorities.</p> <p>High level of personal motivation and energy. A positive approach.</p> <p>Strong relationship building skills, the ability to build rapport quickly with people and to handle conflict positively.</p> <p>An understanding of, commitment to and understanding of Dilworth School’s Vision, Mission and Values.</p>
<p>Health and Safety</p>	<p>Adherence to all Trust Board and School Health and Safety policies and procedures in compliance with the Health and Safety at Work Act.</p>	<p>Take all reasonable steps to ensure your own safety and the safety of <u>all</u> others on site – including visitors, parents, colleagues, students, contractors and volunteers.</p> <p>Adhere to the Health and Safety policies and procedures of Dilworth School and Trust Board.</p> <p>Report all accidents and/or</p>

		injuries, risks and hazards which occur during your work or as a result of your work (no matter how minor).
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Key Relationships:

Headmaster, Heads of Campus, Strategic Leadership Team, general Staff, Relevant peers in other schools/organisations, Bishop of Auckland, Families/Whanau, Trustees

Skills/Competencies/Attributes required for the position:

- Being an ordained minister of the Anglican Church/Anglican clergy
- Tertiary qualification in Theology
- Superior people and interpersonal skills with a natural ability to work with others
- Modelling the school’s Christian values in all areas of the school community
- An open and warm personality that demonstrates a loving concern for others and enjoys working with young people
- Excellent written and verbal communication skills
- Highly organised and professional with the ability to juggle priorities
- Flexible, reliable, loyal and trustworthy
- High levels of initiative and a proactive nature,
- Sense of humour
- Effective under pressure
- Strong commitment to attention to detail and with a focus on quality
- Exceptional time management skills
- The ability to apply discretion when dealing with confidential information

Actions that require prior approval from your Manager/the Headmaster: *(please delete where appropriate)*

Hiring or terminating any staff members within or outside of the department
 Engagement of any parties - contractors, suppliers, volunteers, external parties
 Reimbursement of any expense claim
 Expenses incurred
 Statements to the media in any way related to the school
 Termination of any employees or contractors

The above Job Description is intended to describe the general nature and level of work being performed. It is not intended to be construed as a list of all responsibilities, duties and skills required for the position. The incumbent agrees to carry out all other related and reasonable duties as allocated by their Manager(s).