**Position Description**

This position description is for chaplains funded via the National School Chaplaincy Program (NSCP) and can be modified to suit local needs.

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| **Position Title** | Chaplain |
| **Location** | [School Name][School Address] |
| **Position reports to** | [Insert name of line manager at the school] |
| **Position contact** | [Name] | Ph (03) 9999 9999 | [Email] |
| **Chaplaincy Provider** | [insert name] |
| **Agency contact** | [Name] | Ph (03) 9999 9999 | [Email] |

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| **National School Chaplaincy Program (NSCP)** |
| The aim of a chaplain funded via the NSCP is to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.The NSCP defines pastoral care as 'the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice'.Chaplains in Victorian Government Schools must abide by the Department’s NSCP Guidelines and the service agreement between the school and chaplaincy provider. The guidelines include a code of conduct which must be agreed to by the chaplain. The NSCP guidelines can be viewed at: <http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx>. Chaplains must also abide by any requirements established by the chaplaincy provider. |

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| **Chaplaincy Provider** |
| [Insert short description of chaplaincy provider] |

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| **School Environment** |
| [Insert short description of school] |

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| **School Values** |
| [Insert school values] |

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| **Role Purpose** |
| A chaplain engaged via the NSCP may:* work as a member of the school's wellbeing team in the delivery of student wellbeing services
* contribute to improving student engagement and connectedness
* contribute to providing a safe, inclusive and supportive learning environment
* provide pastoral care and guidance to students
* operate within the school community and with external providers.
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| **Responsibilities** |
| The roles and responsibilities of an NSCP chaplain could include:* providing support in areas such as student attendance, engagement and mental health
* providing students, their families and staff with support and/or appropriate referrals in difficult situations such as during times of grief, or when students are facing personal or emotional challenges
* providing pastoral care and guidance to students about values and ethical matters, referring students, or sourcing appropriate services to meet their needs, which may involve access to services in the community
* supporting students and staff to create an environment which promotes the physical, emotional, social and intellectual development and wellbeing of all students
* supporting students and staff to create an environment of cooperation and mutual respect, and promoting an understanding of diversity within the range of cultures and relevant traditions.

An NSCP chaplain must not:* take advantage of their privileged position to proselytise, evangelise or advocate for a particular religious view or belief
* put themselves, or allow themselves, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student
* conduct themselves in a manner which impacts the delivery of their services under the program, even in a private capacity
* perform professional or other services for which they are not qualified
* conduct religious services or ceremonies or lead students or staff in religious observances unless agreed to by the Principal if working in a government school
* deliver special religious instruction if working in a government school.
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| **Qualifications** |
| NSCP's minimum qualification requirements are either:* a Certificate IV in Youth Work; or
* a Certificate IV in Pastoral Care; or
* a Certificate IV in Chaplaincy and Pastoral Care; or
* an equivalent qualification (as determined by the State) that must include competencies in mental health and responding to client needs (incorporating making appropriate referrals).

For further information on equivalent qualifications, see the NSCP guidelines at: <http://www.education.vic.gov.au/school/principals/health/Pages/nscpchaplaincy.aspx>. |

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| **Selection criteria** |
| * Experience in providing support to children and young people and their families to address social and emotional needs.
* Ability to provide pastoral care, advocacy and critical incident response to support children and young people, school staff and families.
* Experience in delivering wellbeing services within a multidisciplinary team.
* Ability to support schools and teachers to identify and develop educational, social and emotional programs to support children and young people who are vulnerable or at risk.
* Ability to support children and young people in out-of-home care or those impacted by trauma.
* Ability to liaise with community service organisations, government agencies, hospitals, specialist programs and other allied health professionals.
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| **Other relevant information** |
| A chaplain engaged via the NSCP must be able to meet the definition of a chaplain as an individual who: * is recognised by the school community and the appropriate governing authority for the school as having the skills and experience to deliver school chaplaincy to the school community; and
* is recognised through formal ordination, commissioning, recognised religious qualifications or endorse­­­ment by a recognised or accepted religious institution; and
* meets the NSCP’s minimum qualification requirements.

Subject to compliance with the NSCP requirements, NSCP chaplains may be from any faith or of no faith. Chaplains are not permitted to proselytise and must respect, accept and be sensitive to other people’s views, values and beliefs. Chaplains must comply with State legislation and policies in relation to child protection matters, as well as meet minimum qualification requirements. |