



## INFORMATION FOR POTENTIAL APPLICANTS

### COLLEGE CHAPLAIN Part-Time Commencing ASAP

Thank you for your interest in the advertised position. Below you will find information to follow when submitting your application.

The College Chaplain will strengthen our ecumenical Chaplaincy Team and provide dedicated spiritual leadership and pastoral care for our students and families

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Employment Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at [employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au).
5. Specific Requirements for this position include:
  - Current acceptable Department of Human Services (DHS) Working with Children Check (WWCC).
  - Approved Responding to Abuse and Neglect training with an Education and Care focus.
  - Relevant First Aid Certificate
6. **Please submit your application via email in one (1) PDF format and in the following order:**
  - Employment Declaration Form
  - Cover letter
  - Curriculum Vitae

Applications should be emailed to:

Mr Darren Pitt

Principal

[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

**Applications close 5pm Sunday 17 August 2025**

# Position Information Document

## CHAPLAIN



**Employment Type:**  
Permanent, Part-time

**Classification and Stream:**  
Education Support Officer – Other Professionals

**Grade:** Grade 4  
**Year:** Year 1

**Reports to:**  
Principal

Employment conditions are in accordance with the SA Catholic Schools Enterprise Agreement (as amended or replaced).

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### 1. BROAD PURPOSE

St Columba College is an F-12 Anglican and Catholic College which seeks to provide students with opportunities to reflect upon life and the place of God in their learning and development. A key dimension of providing opportunities for student success is ensuring that they have access to an outstanding chaplaincy program that supports their personal faith development.

Working as part of the Chaplaincy team, our Chaplains support and develop the College's Anglican and Catholic culture providing opportunities to further develop the concept of 'Unity in Faith'. Chaplaincy is an integral part of our religious program, our theological reflections and our overall spiritual support for the College community. We seek to be creative in developing a range of models of school Chaplaincy, working with our local Anglican and Catholic parish priests and religious leaders, as well as in the direct employment of chaplains both lay and/or ordained.

The Chaplain will report to the Director of Spirituality who will provide general oversight and direction. Ultimately responsible to the Principal, all support staff report to the Head of Business Services.

### 2. KEY WORKING RELATIONSHIPS

|                                  |                             |
|----------------------------------|-----------------------------|
| Principal                        | Counsellors                 |
| Heads of School                  | Head of Business Services   |
| Director of Spirituality (F-12)  | Chaplains                   |
| Director of Community Engagement | Students                    |
| Director of Wellbeing (F-12)     | Colleagues                  |
| Year Level Coordinators          | Parents/Families/Caregivers |
| House Leaders                    |                             |

### 3. KEY RESPONSIBILITIES

#### Leadership

- Work in partnership with the Chaplaincy Team, comprising of the Principal, the Director of Spirituality (F-12) and the Chaplain, to build a community of students, staff and parents united in prayer and liturgical celebration.
- Actively supports the Lived Faith in Action goal of the Strategic Plan by fostering a faith-filled culture through inclusive practices, service opportunities, and authentic expressions of the College's Anglican and Catholic identity.
- Work in partnership with the Chaplaincy Team to develop and lead school liturgies and Eucharistic celebrations.
- Consult with Year Level Coordinators and House Leaders in relation to year level liturgies, House liturgies and Eucharistic celebrations.

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- Meet regularly with the Chaplaincy Team to discuss activities and responsibilities associated with the role.
- Maintain the Chapel in good order.
- Represent the College at external Chaplaincy meetings as requested by the Principal.
- Strengthen student and family engagement through the provision of integrated case management in collaboration with Heads of School, Director of Community Engagement, Director of Wellbeing, Counsellors, Chaplains and teachers.
- Support students and staff to create an environment of cooperation and mutual respect promoting an understanding of diversity and the range of cultures and their related traditions.
- Foster excellent relationships with local Parish Priests and the wider Anglican and Catholic Diocese.

#### Working with Students

- Be a presence in the school-yard.
- Attend student Retreat days where possible.
- Provide spiritual and pastoral support for individual students as appropriate.
- Provide students and their family 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.
- Provide pastoral support for small groups of students. For example:
  - Small group discussion groups on particular topics agreed to by the Year Level Coordinator or Head of School;
  - Small group opportunities for prayer and liturgical celebrations;
  - Small group leadership opportunities.
- Work with the Year Level Coordinators, House Leaders and Religious Education Teachers to develop and lead class and House liturgical services.
- Support student well-being by:
  - Linking the College with the wider Anglican and Catholic parish community.
  - Working with other Chaplains to develop student support networks.
  - Development of College groups as appropriate, e.g., spiritual, youth, worship, prayer groups.

#### Working with Parents/Caregivers

- Provide opportunities for Parents/Caregivers to hear about the Chaplaincy program.
- Provide information and invitation to parents to attend liturgies and Eucharistic celebrations as deemed appropriate.
- Provide information to parents about parish sacramental programs.
- Attend major parent information evenings, as requested by the Principal.

#### Working with Staff

- Work in partnership with the Chaplaincy Team in planning for the Staff Reflection Day.
- Support staff in the preparation of liturgies and Eucharistic celebrations for staff and students.
- Work in partnership with the Chaplaincy Team to lead staff Professional Learning on prayer and worship with students.
- Provide resources for staff on liturgy and worship.
- Provide spiritual and pastoral support for individual staff as appropriate.

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- Collaborate with the Director of Community Engagement to increase the engagement of parents in learning and plan for specific information sessions.

#### General Administration

- Work within the guidelines of all College Policies.
- Ensure absolute adherence to all requirements of the College Child Protection Policy and Practices.
- Be involved in all WHS training and adhere to all elements of WHS policies.
- Maintain accurate and up to date records of all meetings with students and correspondence with parents/caregivers.
- Keep the Principal/Heads of Schools informed of all serious issues that relate to student well-being and general safety.
- Maintain appropriate levels of confidentiality in relationships with staff, students and the school community.
- Undertake regular training in relation to Mandatory Reporting.
- Attend all required meetings.

#### 4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to assist in the safety in the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

#### 5. PERSONAL QUALITIES AND SKILLS

- Demonstrated comprehensive computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite.
- Possess a strengths-based approach and solutions focus.
- Work under minimal supervision and take responsibility for own work outcomes to effectively meet the requirements of the role.
- High level organisational skills, be proactive, show significant initiative, analyse, plan and apply solutions, demonstrate discretion and judgement, and be able to work under pressure and meet required timelines.
- Demonstrated very high level of confidentiality, trust, honesty, integrity and work ethic.
- Self-motivated, resilient and able to work productively in a complex environment as a member of a team.
- Ability to design and implement effective solutions and evaluate information and use for planning, consistent with the College practices and priorities, to enhance student wellbeing and learning
- Excellent interpersonal and communication skills and proven ability to quickly develop a strong positive rapport with students, staff and parents and foster effective relationships with all community members.
- An active commitment to ongoing professional learning and development.

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### 6. SPECIFIC REQUIREMENTS

- Formal educational qualifications in Religious Education, Educational Leadership or Theology.
- Be ordained or working towards ordination.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the College.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care for your own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
  - Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for staff. It is highly recommended for all staff to maintain vaccination status as recommended by the policy.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).

# Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**GIVEN NAMES:** \_\_\_\_\_

**FORMER NAMES:** \_\_\_\_\_ *please ensure your FULL name is included*

**DATE OF BIRTH:** \_\_\_\_\_ (optional) **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **P/Code:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Please tick the statement that best describes your working rights in Australia:**

|   |  |
|---|--|
| <input type="checkbox"/> Australian/NZ Citizen                            | <input type="checkbox"/> Permanent Australian Resident |
| <input type="checkbox"/> VISA with working rights (please provide a copy) | <input type="checkbox"/> Other (please specify): _____ |

Teacher Registration No. (if applicable): \_\_\_\_\_

*You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.*

**POSITION FOR WHICH APPLICATION IS MADE:** \_\_\_\_\_

***Please respond to the questions below and sign the Declaration at the end of this form:***

- |    |   |     |    |     |
|----|---|-----|----|-----|
| 1. | Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received)  | Yes | No |     |
| 2. | Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?   | Yes | No |     |
| 3. | Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police?  | Yes | No |     |
| 4. | (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?   | Yes | No |     |
|    | (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made?  | Yes | No | N/A |
| 5. | (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No |     |
|    | (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made?  | Yes | No | N/A |
| 6. | Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?  | Yes | No |     |
| 7. | (If applicable) Do you have conditions on your SA teacher registration?   | Yes | No | N/A |

**Please note:** If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

**If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

**Please note:** If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

## Further information and ongoing requirements

*Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.*

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

*If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.*

## Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE:

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_