



Position Description

Position:	Director of Christian Ministries and College Chaplain
Position Status:	Full-time, ongoing 0.4 FTE Teaching Allocation
Classification:	In accordance with the Presbyterian Ladies' College Teachers Agreement (2022-2024)
Reports to:	Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

Position Overview

The Director of Christian Ministries and College Chaplain, is an outstanding pastoral leader and exemplary individual who can actively initiate, minister and uphold the Christian teachings and ethos of the College and provide strong Christian leadership to the Christian Ministry teams at the College. To be appointed as the



College Chaplain, our Constitution requires the successful candidate would be an ordained Presbyterian Minister, alternatively other candidates would be appointed as Director of Christian Ministries. This is a position of responsibility in the school and the Director of Christian Ministries and College Chaplain is expected both to support the school's mission and the ethos of the Presbyterian Church.

This role also includes a 0.4 teaching load (Christian Education or other) with a 0.6 time release for ministry duties and requires participation in the outdoor education and co-curricular program.

Key Responsibilities:

Preparation and conduct of School worship

- select hymns, readings and student presenters
- work with students to develop and enhance their participation in and leadership of School worship
- prepare and lead worship, prayers and reflections for College events, such as speech nights, opening ceremonies, staff days, services, celebration of Christian events such as Easter and Christmas
- provide opportunities for the development of student involvement and leadership particularly working alongside Year 12 student leaders to develop and encourage their role
- lead regular Chapel services for students in Years 7 to 12
- lead weekly evening Boarders' Chapel in collaboration with the Student Ministry Coordinator
- collaborate with the Head of Christian Studies (SS) and Christian Education teachers (Junior School) to support student Christian groups

Collaboration for Christian Education - curriculum and co curricular formation and teaching

- collaborate with the Head of Christian Studies in the Senior School and the Christian Education staff in the Junior School to support the general oversight of the PLC Christian Education program including input on selecting staff to teach the subject (without being the Subject Coordinator)
- work cooperatively and sensitively with the Head of Christian Studies in the Senior School, their staff members, and the Junior School and ELC staff
- serve as a member of SSOLT (Senior School Operational Leadership Team) and the College Leadership Team
- engage with Senior School and Junior School parent committees as needed
- oversee Parent and Staff Prayer Groups, organising events such as the PLC Family Christian Fellowship evenings and annual Christian prayer breakfasts, biennial Christian conventions and maintaining oversight and support of JOYCE (Junior School) in support of the Christian Ministry teams
- be actively involved and contribute to events at the College such as International Week, Reconciliation Week and other such celebratory social action events and programs
- participate in Social Action activities and projects within the College in partnership with designated students, staff and parents
- provide exemplary teaching practices and prepare lessons to the highest standard of curriculum planning and assessment, ensuring a stimulating, engaging, safe and welcoming classroom environment

Pastoral care of students and staff

- provide ministry and support, especially in situations where spiritual guidance is needed, including the faith development for Christian students through multi-level pastoral care
- manage and oversee co-curricular committees and clubs as required
- be available on-call to assist in responding to crisis situations
- collaborate with other members of the College's pastoral care team to support the wellbeing of individual students, staff and their families



- assist the Indigenous Student Mentor and provide active pastoral care for aboriginal scholarship students
- maintain accurate, confidential records and information related to pastoral care

Ministry to the wider school community

- provide pastoral care to members of the College community and their families as requested, including home and hospital visits, counselling, assisting in faith formation and development and generally acting as a 'compassionate listener'
- prepare regular articles and messages for newsletters and other College publications, as appropriate
- preside at assemblies as appropriate and when required
- prepare the ANZAC day assemblies and collaborate with key staff to assist in preparing the International and the Indigenous Australia assemblies
- liaise with community groups and representatives, as appropriate to the role

Organisation

- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of College activities and have the flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

Other Duties

- actively participate in the College's pastoral care system, supporting Year Level Coordinators and the Deputy Principal (Wellbeing) in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, College Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education, including attending a week-long (five day) Senior School camp and the JOYCE (three day) Junior School camp
- contribute actively to a broad range of College activities and fulfil after-hours' commitments when required
- actively participate in College-wide committees

Key Relationships:

- Principal
- Deputy Principals
- Head of Senior School
- Head of Junior School
- Head of Early Learning Centre
- Senior School Head of Christian Studies
- Junior School Christian Education teachers
- Student Ministry Coordinator
- Staff and students
- Parents/Affiliated bodies



Qualifications / Registrations / Certifications:

- current Victorian Institute of Teaching (VIT) registration
- hold a theological qualification and a formal qualification in pastoral care or equivalent
- maintain current certification and training as required

Knowledge, Skills and Experience:

- supportive of the Presbyterian Christian ethos
- proven record as an outstanding teacher
- expertise and experience in leading school worship
- expertise and experience in ministering
- capable of communicating with and interested in the concerns of children, youths and adults
- 'spiritually aware' and sensitive to the spiritual journeys of others
- possess personal qualities of creativity, flexibility and resilience
- possess a sensitivity towards people of other faiths and be able to work alongside them comfortably
- knowledge of contemporary teaching approaches

Key Attributes:

- warm, welcoming and positive manner, able to empathise with members of the College community
- exceptional communication skills, displaying sensitivity and discretion
- highly developed interpersonal skills, including the ability to communicate effectively and sensitively with secondary students
- strong commitment to child safety, including demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- an inspiring and engaging speaker able to connect with students, staff and families
- strong curriculum knowledge, with a desire to develop innovative curriculum
- ability to work independently and collaboratively as required
- ability to cope with constant interruptions
- calm under pressure
- genuine interest in supporting the Principal to achieve the mission, values and goals of the College
- a commitment to ongoing professional learning and growth in skills
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- commitment to the continual upgrade of personal skills and qualifications
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

Mrs Cheryl Penberthy
Principal

October 2024

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive