



# Heatherton Christian College

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## CHAPLAIN – Part Time (0.4), 2021

Heatherton Christian College is an independent, Christian co-educational school for students from Prep to Year 12. The College is located in the south-east suburbs of Melbourne, about a 30-minute drive from the Melbourne CBD and has a current enrolment of 375 students.

Our vision statement of, “Growing in Christ, Striving for Excellence, Influencing the World”, underpins all that we do at HCC. We believe in and implement a holistic education where academic learning is balanced with the pursuit of spiritual, emotional, social, and physical wellbeing. The teachers are hand-picked for their professionalism and develop strong and caring relationships with their students as they encourage them to grow as learners and grow in their faith and character.

Staff are expected to work collaboratively and be positive participants and contributors to the Christian ethos and culture of the College.

### Position Description

We are seeking to employ a caring, relational and passionate **Chaplain** to be a part of our team, commencing in January 2021. The position is part time (0.4) and we welcome applicants of all levels of experience.

The College Chaplain is to provide pastoral care, general religious and personal advice and comfort to the members of the Heatherton Christian College community (staff, students and families).

As a Child Safe School, we promote the safety, wellbeing and inclusion of all children, including those with a disability. As such, the Staff Code of Conduct and Child Safe Policies must be adhered to.

All staff at Heatherton Christian College must subscribe wholeheartedly to the Heatherton Christian College Statement of Faith (view by clicking on this [link](#)) and be active Christians with church involvement.

A salary consistent with the applicant’s level of experience and expertise will be negotiated.

### Requirements for the role

The College Chaplain:

- Counsels students across all ages of the college (Prep – 12), acting upon referrals from the Executive Principal, Head of Campus, Heads of Primary and Secondary, Heads of Sub School and teachers, or by requests from parents.

- Leads and organises the weekly Secondary worship/chapel service – utilising the support and leadership of the Senior School Chapel Prefects and Student Chapel Team.
- Is part of the College Wellbeing Team, working alongside the Heads of Student Wellbeing and Heads of Sub School (also utilising the support of the Senior School Wellbeing Prefects). This team is instrumental in the identification of student needs and proactively planning and addressing identified needs.
- Works with groups of students (both in small group and class settings) on identified areas of need e.g. bullying, resilience, relationships, spiritual formation.
- Liaises with the Head of Campus in the visiting of students, staff and families in hospital /suffering bereavement/or who have experienced special events.
- Keeps a record of all chaplaincy and individual counselling or wellbeing sessions on Compass.
- Attends staff devotions and staff meetings on their days at work.
- May attend Camps or Missions trips where possible.
- Is a visible presence in the College and provides positive support to staff, students and families.
- Attends CSA Chaplains Network meetings where possible.

### **Application Process**

Applications should be submitted via email to Rebecca Bunyon, the PA to the Head of Campus, ([rebecca.bunyon@hcc.vic.edu.au](mailto:rebecca.bunyon@hcc.vic.edu.au)) and cc'd to Phil Eastman, the Head of Campus, ([phil.eastman@hcc.vic.edu.au](mailto:phil.eastman@hcc.vic.edu.au)).

Applications need to include the following:

1. A one-page cover letter, addressed to the Head of Campus, Phil Eastman.
2. A copy of your Curriculum Vitae containing employment history, educational qualifications and the contact details of three professional referees.
3. A summary, of up to two A4 pages, of the unique skills, attributes and experiences that you would bring to the role.
4. A brief Pastoral reference from your Church Pastor, Minister or Priest.

**Applications close at 12:00pm on Wednesday 4 November 2020.**

A confirmation email will be sent on receipt of your application. If you do not receive a confirmation email within 24 hours of emailing your application, please contact the College office on (03) 8551 6650.

Should you require any further information, please contact Phil Eastman via the College office during business hours or visit our web site at [www.hcc.vic.edu.au](http://www.hcc.vic.edu.au).