



DATE PROFILE WAS LAST REVIEWED

September 2017

NAME

JOB TITLE	Chaplain	INCUMBENT	
DEPARTMENT/SECTION	Wellness	LINE MANAGER (day to day)	The Headmistress
JOB TYPE (ACADEMIC/SUPPORT)	Support	HEAD	The Bishop of the Diocese and the DSG Council

MAIN JOB OBJECTIVE/S

The purpose of the role of the School Chaplain is to ensure that that the Christian spiritual lives of the girls and staff are nurtured in keeping with the broad spectrum of Anglican Christian tradition by creating a Christ-centred environment. The Chaplain is responsible for spiritual leadership, teaching, pastoral care and Christian education. In addition to this the Chaplain is part of the Wellness Team which is responsible for the care of the girls in all spheres of their school life, spiritual, academic, medical/physical and pastoral.

DESCRIPTION OF KEY RESPONSIBILITY AREAS (this is what is required)

STANDARD EXPECTED (this is how the job needs to be done)

SPIRITUAL LEADERSHIP RESPONSIBILITIES

The Chaplain is responsible for upholding the spirituality and Anglican Christian traditions of the DSG by: -

- Leading the spiritual formation of the DSG and its girls.
- Ensuring that all vulnerable members of the DSG and its broader community are prayed for, and where appropriate publically prayed for in chapel services, assemblies etc.
- Leading age appropriate weekly and Sunday chapel and praise and worship services at the DSG including Eucharists as well as other special services as the need may arise. Responsible for ensuring that all chapel and praise and worship services are planned and prepared for.
- Ensuring that where possible during term time that Anglican feast days and festivals are publically celebrated within school life.
- Creating and reviewing existing liturgies for use in services and other events such as assemblies. This includes working closely with the Heads of Music and the Chapel Choir to plan worship events.
- Supporting bible-study, small prayer and fellowship groups amongst the girls and staff.
- Ensuring that the girls are prepared for Confirmation, Baptism and Admission to Holy Communion.
- Taking responsibility for the organisation of the annual Confirmation Service in consultation with the Diocesan Bishop.
- Leading and supporting the development of a culture of prayer and bible study and the DSG
- Encouraging and training girls in their roles in chapel and worship, e.g. as choristers, servers, sacristans, readers etc. This includes ensuring that the Sacristan and other servers ensure that the altar for Eucharists and other services is properly prepared, elements are replenished, all robes and linens are properly laundered and flowers, candles, bibles,

The Chaplain is expected to ensure that Anglican Christian traditions are upheld and taught at the DSG. To ensure that she/he creates a Christ-centred environment by upholding the spirituality and Anglican Christian traditions of worship at the school. Is expected to inspire Christian worship, fellowship and leadership in school. Is expected to prepare praise and worship schedules and communicate these to girls, staff and parents in advance by way of verbal announcements, calendar items, daily notices and newsletters. Is expected to enrich and develop the quality and contemporary relevance of corporate praise and worship, drawing on creativity and resources within and without the school. Is expected to use sermons/liturgic addresses/homilies as particular opportunities to teach and reinforce Anglican Christian doctrine. Is expected to ensure that all programmes, electronic displays for praise and worship etc. are professional prepared and that where necessary enough copies for services and assemblies are provided. Is expected to ensure that Anglican feast days and festivals are creatively celebrated and that these celebrations are age-appropriate. Is expected to report all requests for maintenance to the relevant staff and follow up in instances where maintenance work is still outstanding. The Chapel is to be maintained as a place of praise and worship, reflection and prayer.

<p>worship books/leaflets, etc are properly maintained and in place for chapel services.</p> <ul style="list-style-type: none"> • Ensuring that the Chapel is kept clean and is properly maintained. • To conduct weddings, funerals and baptisms should the need arise from time to time. <p style="text-align: right;">60%</p>	
<p>TEACHING RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Responsible for the Religious Studies Curriculum and to ensure its alignment with the school's overall academic objectives. Where appropriate dovetail with other subjects such as Life Orientation, History etc in terms of bringing the Christian/Anglican/Biblical perspective to the curriculum • Together with the Academic Head ensure that the curriculum is reviewed and remains relevant and in touch with the girls • Assisting staff to monitor current trends and to respond to challenges facing the girls, staff and parents particularly in the areas of faith, sexuality, moral character, etc. by ensuring that the Christian/Anglican/Biblical perspective is presented <p style="text-align: right;">20%</p>	<p>The Chaplain is expected to uphold Christian and Anglican principles when aligning and reviewing the Religious Studies Curriculum. Whilst it is expected that every effort is made to ensure that Religious Studies remain relevant to the girls it must not be at the expense of Christian and Anglican beliefs. The Chaplain is expected to work on finding creative and innovative ways to school the girls in the Anglican faith.</p>
<p>PASTORAL CARE RESPONSIBILITIES</p> <p>To work closely with the Head of Wellness to support girls, staff and parents in the following:-</p> <ul style="list-style-type: none"> • To assist the School Counsellor in the provision first-line individual counselling for the girls and in some cases staff and to refer appropriately. • Being alert to the spiritual needs of the girls and where appropriate involving relevant parties such as parents, staff, the Head of Wellness, the Head, the Housemistress, teachers etc. • Together with the School Counsellor being alert to personal tragedies and to be in contact with the parents, girls as the need arises. <p style="text-align: right;">20%</p>	<p>The Chaplain is expected to be able to provide first level lay-counselling and then to refer as appropriate. Whilst maintaining confidentiality is a given the Chaplain is expected to be able to assess when it is necessary to involve other parties such as but not limited to the Head, the Head of Wellness, parents, teachers etc.</p>

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

A 3 year Degree/Diploma in Theology from an recognized academic Institution PLUS ideally around 10 years pastoral experience where such experience includes: -

- Previous experience in leading and developing people spiritually within the Anglican Christian tradition with a specific focus on upholding Anglican Christian traditions.
- Having taught Religious Education. Candidates who have develop religious education curriculum will be at an advantage.
- Ideally having worked with girls who are at school going age as well as adolescents or individuals in early adulthood. The greater the diversity of this experience the better.

COMPETENCIES – I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

TECHNICAL COMPETENCIES

- Must be up to date with current theological trends, debates and other issues within the Anglican Church as well as have an awareness of current theological trends etc within other Christian denominations
- Must be able to assist with counselling under the supervision of the School Counsellor – the Chaplain is not a qualified Counsellor but rather has lay counselling skills
- Understanding of the social, political, economic challenges facing education institutions today, at the global and

national levels and the implications of this for a school like the DSG

- Understanding of the challenges and opportunities in pursuing a Christian Anglican spiritual engagement agenda in schools today and the implications of this for a school like the DSG
- Understanding of the challenges facing girls today and the implications of this for a school like the DSG

WORK BEHAVIOURS AND ATTITUDES

- Must have a passion for the Christian faith
- Must have a deep and genuine love for young and adolescent girls
- Able to work independently as well as a member of a team
- Actively seeks feedback, able to withstand criticism and use constructive criticism to improve
- Highly professional, high personal standards, able to produce work of a high quality
- Shows initiative
- Willingness to go beyond the call of duty and to work long hours

LEADERSHIP COMPETENCIES

- Understanding of the social, political and economic environments in South Africa
- Ability to think creatively and innovatively particularly as regards the provision of spiritual formation and guidance for the school
- An inclusive interpersonal style, able to build consensus and commitment to new initiatives

ADMINISTRATION/TECHNICAL SKILLS

- Sound ability to work within a computerised administrative environment
- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet
- Critical administrative skills include good organisational and planning skills as well as problem-solving and time-management skills. Attention to detail is necessary as well as the ability to manage multiple demands
- Sound communication skills in English (both verbal and written). The ability to communicate in another official language will be an advantage.

SKILLS

- Be in possession of a driver's license.

ADDITIONAL INFORMATION

Because DSG is a full boarding school the School Chaplain is required to live in accommodation provided by the school which will be based on campus or in close proximity to the DSG. Should the Chaplain wish to live in her own accommodation this is only possible if in close proximity to the DSG and will be at the discretion of the Head.

Who prepared the job profile?

The Chair of the HR Sub-Committee in collaboration with the Chaplain and the Head

Please list all those who have been consulted in the drafting of this profile.

The Bishop

The Head

The DSG Council

The Chaplain