


POSITION DESCRIPTION

POSITION:	Chaplain	
STATUS:	Permanent	
TIME:	Part-time	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life. Key to the achievement of this vision is the school's strategy of attracting and retaining the Best People.	
LINE MANAGEMENT:	<ul style="list-style-type: none">• Reports to the Head of Wellbeing	
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Chaplain (job-share)• Wellbeing team• Senior Executive Team (specifically the Junior, Middle and Senior School Principals)• School staff• Students and their families• ICT and Business Services	
SALARY:	Negotiated	
JOB PURPOSE	The Chaplain role is to champion Kristin's Christian character, heritage, and values through providing a highly visible and active role; and take the responsibility for leading, creating, and co-ordinating services, a range of programmes, teachings, and support groups that assist the personal wellbeing and spiritual faith of students and staff. The Chaplain is to be a role model and advocate of Kristin's Christian values and assisting in developing and supporting service-based leadership and programmes to illustrate Christian faith in action.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Leadership of Kristin's Christian values and character	<ul style="list-style-type: none"> • Provide strategic leadership to ensure the presence of Christian character and values is inclusive, contemporary, and culturally responsive, aligning with the school's vision. • Officiate and organise major spiritual observances (e.g. Easter, Christmas) and school rituals (e.g. Base Days, Staff Chapel services; Parents Christian Group; Year 10 Chapel Team; prayer/karakia at school events Year 13 Graduation Dinner, Foundation Day) ensuring they resonate with a diverse school community. • Model behaviours that articulate Kristin's Core values and Chaplaincy Principles of Practice, creating an environment where mana is respected and diversity is embraced. • Maintain high visibility across the campus, engaging with students and staff to foster a culture of belonging and kotahitanga (unity). • Contribute to school publications (e.g. Yearbook) to articulate the spiritual lie of the wider community. 	<ul style="list-style-type: none"> • Evidence of annual strategic planning and thinking around the place and presence of Christian character, values, and teachings at Kristin. • Evidence of the Christian teaching and character at Kristin reflecting an inclusive, loving, and supportive theology. • Successful delivery of Chapel services, Easter, and Christmas assembly services; Base Bays for Year 7-10; support of Parent Christian Group; Year 10 Chapel Team and involvement in wider school events. This includes annual formal survey feedback and analysis from at least one of these programmes provided. • Evidence of feedback from community members of your role, visibility, and presence across Kristin. • Making connections and use of external supports to help deliver programmes and services. • Positive perception of staff and students of your visibility and availability. • Evidence deadlines have been met for submissions to school publications.
Leading Christian instruction and teaching	<ul style="list-style-type: none"> • Lead interactive, values-based Chapel services (Junior, Middle, and Senior) that allow students to explore their personal spirituality and understand values in practice. • Mentor and coordinate student leadership in spiritual life (e.g., Year 10 Chapel Team), encouraging youth agency and participation. 	<ul style="list-style-type: none"> • Feedback from Junior through to Senior School students that Chapel services are interactive, engaging and contemporary. • Key Christian messages, stories and values are shared in engaging ways with students across the years.

Accountabilities	Responsibilities & Expectations	Performance Indicators
	<ul style="list-style-type: none"> Plan and deliver "Base Day" programmes to reinforce beliefs, values, and service. Establish and run age-appropriate groups (e.g., Junior School Christian Club, Middle School lunch programs) that offer safe spaces for spiritual exploration. 	<ul style="list-style-type: none"> Student participation and leadership opportunities to express their faith are included in Chapel services. Evidence of positive student feedback from their Base Day experiences, and inclusion of photos and stories for school publications/newsletter.
Actively engaging with the Kristin community	<ul style="list-style-type: none"> Coordinate inclusive termly family services that encourage social connection and student participation. Actively support and promote the Parents Christian Group through attendance, prayer, and guidance. Be available to staff for personal support and guidance, acknowledging their holistic wellbeing. Attend school functions, camps, and events to build authentic connections and demonstrate support for the wider life of the school. 	<ul style="list-style-type: none"> At least four family focused Chapel services each year, including student participation and each service attracting at least 25 people. To assist in providing a venue, promoting parent membership, and active support and guidance of Kristin's Parent Christian Group. Evidence of regular and scheduled lunchtime sessions for all students. Perceived to be available and approachable for staff to help get personal support and guidance. Evidence of positive community feedback e.g. parents, students and staff with your engagement and presence at school functions and events.
Providing pastoral care and support for Kristin's community	<ul style="list-style-type: none"> Provide pastoral care to students, staff, and families during significant life events (e.g., bereavement, illness, marriage) with respect for their cultural and spiritual backgrounds. Collaborate with Deans and the Wellness Centre to identify and support students at risk, ensuring a coordinated approach to wellbeing. 	<ul style="list-style-type: none"> Feedback from Deans and other stakeholders that pastoral support is provided to all students and staff as needed. Positive feedback from students that they feel well supported and have someone available to talk when needed.

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	<ul style="list-style-type: none"> • Coordinate the "Food Angels" initiative and other practical support mechanisms, maintaining a volunteer database and ensuring the dignity/privacy of recipients. Maintain an "open door" policy during breaks for ad-hoc student support. 	<ul style="list-style-type: none"> • Evidence of feedback on the support that has been provided to staff and students in times of celebration and need as required. • Volunteers on the Food Angels support group feel well informed that they are helping to make a difference, and data available on the number of meals and acts of support provided annually. • Feedback from students that opportunities for regular and meaningful interactions have been available and taken up. • Conduct and behaviour is always highly professional e.g. respecting privacy, meeting students in safe and visible spaces.
Professional development and support	<ul style="list-style-type: none"> • Engage in annual formal supervision and attend National Chaplains Conferences to share best practices and maintain spiritual health. • Connect with Chaplains in other schools to benchmark resources and foster collegial support. 	<ul style="list-style-type: none"> • Meeting with a suitable supervision on a regular basis. • Attending annual conferences most years and maintains a network of external contacts of other school Chapels for support and collaboration.
Chapel Facility and Administration	<ul style="list-style-type: none"> • Ensure the Chapel remains a welcoming, inviting, and safe sanctuary for all members of the community. • Manage resources, and administration, ensuring materials are age-appropriate, engaging and align with the chaplaincy principles. 	<ul style="list-style-type: none"> • Evidence Chapel is always tidy and inviting. • Feedback from stakeholders across the school that services are well organised, and they have been communicated with effectively. • Chapel services have involved students to ensure student voice and relativity.

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	<ul style="list-style-type: none"> • Liaise with the marketing department to promote Chapel activities and Christian values initiatives. • Oversee appropriate usage of the Chapel by external groups. 	<ul style="list-style-type: none"> • Chapel groups are efficiently coordinated, with positive feedback received from key stakeholders. • Evidence and feedback of Chapel activities being promoted through marketing involving the students. • All external hire and use of the Chapel is appropriate and managed smoothly.
Health & Safety	<ul style="list-style-type: none"> • Facilitate a safe and supportive work environment by ensuring compliance with the school's policies, procedures, and legislative requirements. • Ensure so far as is reasonably practicable that steps are taken to keep staff and students safe while on the school grounds or participating in school activities. 	<ul style="list-style-type: none"> • Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements. • Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.
Other	<ul style="list-style-type: none"> • Participate and attend Wellness Centre team meetings. • Be actively involved in the life of the school, including community events, camps, school trips and promotional activities as required. • Other duties as requested by the Principals or Executive Principal. 	<ul style="list-style-type: none"> • Evidence of attendance at Staff meetings as available. • Feedback from staff on increased engagement with staff and students. • Evidence of regular involvement in activities of the school including community events, camps, school trips, functions, and promotional activities.

Key Selection Criteria

Qualifications, Training & Experience

- Practising Christian, that models a faith that is inclusive, mature, and authentic.
- Previous and successful experience working with students/youth.
- Theological training and qualification.
- Experience and ability to speak and engage with a range of audiences publicly and confidently.
- Ability to be a passionate and positive advocate of Christian values and character development.
- National Police Vetting Check undertaken by the school, with satisfactory results.
- Desirable: Current First Aid certificate and Driver's Licence.

Attributes and Skills

- To deliver engaging a range of learning activities and opportunities for young people.
- Comfortable and able to positively engage in social situations and events with a range of people.
- Outstanding verbal and written communication skills.
- Commitment to students' wellbeing.
- Enjoy working within a school community and engaging with young people.
- Ability to proactively develop, promote and implement new and creative initiatives.
- Proven ability to develop and maintain effective relationships with students, staff and parents from diverse backgrounds.
- Proven ability to work as an effective and constructive team member, with a willingness to participate fully in School activities.
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.
- Demonstrated personal resilience, including the ability to work in a demanding role, and on occasions outside of normal hours.
- A high degree of professional judgement and confidentiality.
- A genuine interest and willingness to engage in professional development and learning opportunities.
- Flexible, approachable and consistent in positive manner and behaviour.
- A high level of energy and vitality.

Commitment to Child Safety

Kristin School is committed to providing a safe, caring and nurturing environment and school climate to ensure the wellbeing and prevent the harm of tamariki, rangatahi, akōnga/learners, their whānau/family and staff. This is our single greatest priority and responsibility.

- Kristin is alert to potential child safety risks and takes immediate action when issues are identified.
- There is zero tolerance for abuse of any kind.
- All stakeholders are to report any child safety allegations, disclosures or concerns.
- All staff must adhere to and abide by the Student Safety Code of Conduct.

We seek, value and respect diverse representation, views and experiences in akōnga/learners and encourage individuality and choice.

- Akōnga/learners are empowered and encouraged to speak up and speak out.
- All services adhere to child rights principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.