



**PETER CARNLEY**  
ANGLICAN COMMUNITY SCHOOL

# CHAPLAIN

**We are seeking a warm and engaging Chaplain  
to join our flourishing School community.**

**This is a full time role with a negotiable commencement date.**

**Expressions of interest are being sought for this role.**

**Please include:**

- **A cover letter**
- **A resume addressing your experience as relative to the role.**
  - **Names and details of four referees.**
- **Our School Employment Application Form (refer to our website).**

**Should your expression of interest progress to an application  
the following documents will be required:**

- **Copies of relevant qualifications.**
- **COVID Vaccination Digital Certificate.**
- **Proof of current Working With Children WA**
- **Proof of an Australian National Character Check**
  - **TRB if relevant**

**PCACS is a child-safe School  
and an Equal Opportunity Employer.**

## **Expressions of Interest**

Addressed to the Principal, Ms Felicity House  
and emailed to [hr@pcacs.wa.edu.au](mailto:hr@pcacs.wa.edu.au) with the above documents.

Enquiries can be directed to Ms Felicity House  
[Principal@pcacs.wa.edu.au](mailto:Principal@pcacs.wa.edu.au) or (08) 9411 4811

## OUR SCHOOL

Peter Carnley Anglican Community School (PCACS) is a school of The Anglican Schools Commission (Inc.) (ASC) located in the South Western Suburbs of Perth. PCACS is a thriving coeducational school with strong enrolment growth. With an enrolment of 1180 students, the School has a specialised Early Learning campus at Calista catering for Kindergarten to Year 1 students, whilst our Wellard campus caters for Year 2 to Year 12 students. Opening in January 2007, we celebrate our 15<sup>th</sup> Anniversary year this year.

## OUR MISSION

To challenge and inspire every member of our School community and to raise awareness of those who live in need beyond our gates.

## THE ROLE

We are seeking an Anglican priest who is dynamic and engaging to join our flourishing community. The Chaplain works closely with the Principal, Ms Felicity House and Heads of School to provide Chapel Services, Chaplaincy and Pastoral support to the School community. The Chaplain plays a key role in the expression of Christian faith in the School, leading Chapel Services, working closely with the Religious Education staff and Pastoral team to support the mission of the School. The Chaplain will play a key role in the establishment of Anglican Services in the newly constructed Grace Chapel. This is a once in a lifetime opportunity to be the first Chaplain to experience the joy of delivering ministry in this beautiful new Chapel. As Chaplain, you will play a key role in establishing routines and traditions for the Grace Chapel.

If you are an articulate and engaging Anglican priest, keen to influence the next phase of our School's growth, this rewarding career move is for you. An exciting new journey awaits!

<b>Reports to:</b>	Principal
<b>Key Relationships:</b>	Principal, School Executive, Staff, Students and Families
<b>Salary and Conditions:</b>	Salary and conditions under the Anglican Church Diocese of Perth Clergy Terms and Conditions. Or in accordance with the Anglican Schools Commission EBA for candidates with teaching qualifications.
<b>FTE:</b>	Full Time (PK to Year 12)
<b>Commencement:</b>	By negotiation

## Essential Qualities

- A person with integrity, initiative and drive whose professional and personal values align with the mission and values of the School and the ASC.
- Friendly, caring and engaging personality.
- Excellent interpersonal skills with the ability to work autonomously and within teams and with a range of stakeholders including the local parish.
- Ability to use Information Technology to design and deliver Services and other activities.
- Upholds Diocesan professional standards and ethical behaviour.
- Growth mindset and willingness to learn and grow within the role.

## **Responsibilities**

Duties related to the position include, but are not limited to the following:

### **Pastoral and Christian Formation**

- Encourage and support the development of the Christian and spiritual life of staff, students and parents, as appropriate.
- Provide pastoral support to the Principal.
- Provide opportunities for students to experience and appreciate the value of silence, meditation, worship and prayer.
- Facilitate and oversee opportunities for Christian students to gather in fellowship both on and off campus.
- Prepare candidates for Baptism and Confirmation.
- Support the Principal and the Executive Team in the planning and implementation of the School's Pastoral Care programme.
- Be available for pastoral care to students, parents and staff as Priest to the School community in liaison with the Principal and the Executive Team.
- Visit students, parents and staff during serious illness or other times of particular pastoral need.
- Detailed records are to be maintained and kept up to date and filed centrally on the student / family file. Share serious or sensitive pastoral care issues with the Principal.

### **Events and Services**

- Compile rosters in liaison with the Principal and Heads of School for Services of Worship across both campuses.
- Conduct regular, scheduled Chapel Services for the School as detailed on the School calendar.
- Attend Calista, Junior and Senior School Assemblies and lead the School Prayer.
- Organise and conduct School Eucharists including Staff Eucharist each term.
- Take responsibility for the specific Chapel Services which celebrate Ash Wednesday, Easter and Christmas, and assist with the planning of the Liturgical aspects of key events e.g. ANZAC Day, the School Founders' Day, Remembrance Day, any Commissionings and the Sub School Presentation Services and Celebrations.

### **Service Learning and Charity**

- Work closely with the Service Learning Coordinator to grow service learning, whilst engaging with outside agencies especially Anglicare.
- Oversee any welfare activities and charitable works of the School in liaison with the Principal and the Executive Team, in line with the Charity Policy.
- Be liaison person for the ASC Samoan outreach.

### **Curriculum**

- Offer advice and knowledge to the teachers of the RAVE programme in Years PK-12 in line with the expectations of the Anglican Schools Commission.
- Provide support and assistance to those staff teaching RAVE.
- Teach RAVE if a registered teacher.

## Community / Church Liaison

- Liaise with the local parish to ensure a healthy School / Parish relationships and attend Deanery meetings regularly.
- As the Chaplain to the School community, liaise with Parish Priests and the Principal regarding any requests from the PCACS community to conduct services such as Baptism, Confirmation, Marriage and Funerals.
- Attend annual Synod on behalf of PCACS, and to liaise with the office of the Archbishop.
- Attend the ASA annual conference.
- Be available to attend the annual Clergy Retreat and other Diocesan events as directed by the Archbishop, and in liaison with the Principal.
- Attend the ASC Senior Staff Retreat.
- Keep the Principal aware of trends, developments and recommendations within the Church in general.
- In liaison with the Principal, support and / or initiate projects run by PCACS, or other schools of the ASC, which uphold and extend the mission and vision of the School and the Diocese.
- Ensure that a Chaplain's article is written for every edition of the School newsletter and a more substantial article for the Yearbook.
- Ensure that the Chaplaincy section of the School website is regularly updated and kept current.

## Other

- Attend ASC Professional Development and meetings requiring the attendance of the Chaplain.
- Be involved in the daily routines of the School Calendar, and attend major and minor events of the School.
- Be willing and able to participate in the School Camp programme which will involve some overnight work away from the School Campus.
- Network, establish and maintain positive relationships with other School Chaplains.
- Liaise openly with the Principal and other Executive staff, especially with regard to student pastoral care.
- Attend staff meetings.
- Oversee the use and maintenance of Chapel Resources and in time, the School Chapel.
- Manage the Chapel budget.
- Carry out duties which the Principal may delegate from time to time.

It is expected that all staff of PCACS are familiar with, and act in accordance with the *Staff Code of Conduct* and the requirements outlined in the *Staff Handbook*.

## Our Mission

To challenge and inspire every member of our School community and to raise awareness of those who live in need beyond our gates.

## Our Vision

- Respect our Anglican tradition and offer an accessible, diverse and inclusive education;
- Understand that the welfare of our community is a priority that underpins all we do;
- Provide a caring and supportive environment for our students;
- Be identified by our Christian beliefs, high standards and compassion for one another;
- Encourage creative thinking and inquiring learners with a strong work ethic;
- Foster and value academic achievement;
- Present curriculum and co curricular programmes that demand exploration, creativity and the development of self confidence; and
- Be committed to individual personal bests.

## Our Values

The following core values are underpinned by the teachings of the Anglican Church, give meaning and purpose to our lives and guide us as we strive to achieve our Mission:

<b>Spirituality</b>	Teaching and living Christian values
<b>Excellence</b>	Pursuing high standards in all things
<b>Honesty</b>	Acting with openness and integrity and being truthful and sincere
<b>Respect</b>	Respecting self, others and the environment
<b>Acceptance</b>	Being inclusive and valuing difference
<b>Justice</b>	Demonstrating fairness, compassion and conviction

### Peter Carnley Anglican Community School Organisational Chart

