COLLEGE CHAPLAIN (K-6)

POSITION DESCRIPTION

SECTION 1: School Identification

College Name
Regent College Inc.

Location
22 Colombo Street, Victoria Park, Western Australia, 6100

SECTION 2: Mission, Vision and Values

Regent College is a co-educational primary school providing a nurturing Christian learning environment for students from Kindergarten to Year 6. Established in 1982, the College was originally associated with Rhema Family Church (now Riverview Church). While now operating independently, Regent College maintains informal connections with Riverview Church and the wider Christian community in Perth.

Our Mission
To provide a Christ centered, inquiry focused learning environment, in which childhood is to be enjoyed and celebrated and where students develop a lifelong love of learning.

Our Vision
To have a reputation in the community as a school known for its academic excellence and use of innovative teaching practices, where belonging, wellbeing and growth prepare students for their ongoing educational and faith journey.

Our Values
Developed in partnership with students, parents and staff are:

Honesty | Respect | Compassion | Responsibility | Courage

We aim to provide high-quality education within a caring Christian context, equipping every child for the present and for a successful future. At Regent, we believe a child's character, talents, and skills are nurtured not only through learning but through meaningful connection in community. It is our shared responsibility to build the foundations for lifelong growth, self-belief, and contribution.

SECTION 3: The Position

Title
Chaplain (0.6 FTE)

Tenure
Permanent position, subject to the satisfactory completion by the appointee of a six (6) month probationary period, to a standard acceptable to the College.

SECTION 4: Renumeration Terms and Conditions

Employment conditions and salary are governed by the Regent College Inc. Enterprise Bargaining Agreement.

SECTION 5: Reporting Relationships

The Principal holds overall responsibility for the College, supported by the Senior Leadership Team, comprising the Deputy Principal and Business Manager.

The Chaplain reports to the Principal for the performance of all aspects of the duties and responsibilities and the day-to-day operation requirements within the context of this Position Description.

SECTION 6: Responsibilities and Duties

Overview

You are employed as a Chaplain for Regent College and are required to work under the direction of the Principal.

Christian Values

This role requires an active commitment to the Christian mission and vision of the College.

Commitment to Child Safety

Regent College is a Child Safe Organisation that upholds the National Principles for Child Safe Organisations (Australian Human Rights Commission). We actively foster a culture that promotes the wellbeing of children and young people and works to prevent harm.

The College places high importance on the safety, inclusion, and empowerment of all children, including those with disabilities, Aboriginal and Torres Strait Islander children, and children from culturally and linguistically diverse backgrounds.

We maintain a zero-tolerance approach to child abuse and strive to provide a safe, respectful, and inclusive environment where all children are valued and heard.

Child safety is a shared responsibility across our community. All staff are expected to support the College's Child Safety Program by:

- Adhering to the Child Safety Policy and Codes of Conduct
- Fulfilling all legal reporting obligations
- Holding a current Working with Children Check
- Staying alert to signs of abuse and responding promptly to concerns

About the Role

The College Chaplain is responsible for leading the spiritual life of the College, providing ministry, pastoral care, and support to students, staff and the College Community.

Specific Duties

Under the day-to-day supervision and direction of the Principal or delegate, you will support the College in the following and other duties as required:

Chaplain

- ✓ To effectively model Christian growth to staff, students and the College Community
- ✓ Carry out pastoral care duties as identified by the Principal
- ✓ Work collaboratively with the College leadership to implement pastoral care strategies

- ✓ Treat each child fairly and is committed to Child Safety and wellbeing
- ✓ Provide support to the College Community in times of grief and other crisis situations
- ✓ Develop supportive relationships with students, staff and the wider College Community
- ✓ Support whole school events, excursions and incursions
- ✓ To exercise reasonable care over students, including maintaining adequate routines to ensure student safety
- ✓ To maintain active supervision, whilst on playground and other allocated duties and be accessible during these times.
- ✓ To exercise reasonable care with all school equipment, following specified procedures; and further to report immediately any misuse or breakage of equipment or property.
- ✓ To perform other duties allocated from time to time or as specified by Principal
- ✓ To actively seek opportunities for personal, professional and spiritual development
- ✓ Refers information received concerning a child to the teacher or relevant person as soon as possible
- ✓ Attend College staff meetings as required

Workplace Health and Safety

- ✓ Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College WHS policies and procedures

Other Duties

- ✓ Using technology to prepare effective learning activities and aids as required
- ✓ Other duties as directed by the Principal

SECTION 5: Selection Criteria

Please address the following selection criteria in your preferred format—either by responding to each point individually or integrating your responses in a combined statement.

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of the Christian faith
2. Be supportive of the aims, principles at Regent College
3. To hold as a minimum, Certificate IV in Chaplaincy and Pastoral Care or similar or working towards a qualification
4. An ability to foster positive personal relationships with individuals, with a commitment to their personal growth
5. To demonstrate capacity to sensitively relate the Christian faith in community context
6. The ability to build meaningful relationships and engage in one-to-one pastoral conversations: children, young people and adults
7. To demonstrate a commitment to personal growth, education and welfare of students
8. To work as part of a team; demonstrate ability to act with initiative within guidelines; be flexible and adaptable; and have ability to accept direction and supervision
9. To display sound verbal and written communication skills, and ability to relate to students, parents and peers
10. To have sound computer literacy skills
11. To have knowledge and ability to apply workplace health and safety principles in the workplace
12. To hold a valid Working with Children Check or the ability to obtain one prior to commencement at the College
13. To share Regent College's commitment to the safety and wellbeing of all children and young people and to apply the National Principles for Child Safety in the workplace

Desirable

1. Senior First Aid Qualification

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SECTION 6: Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College.

All applications must include:

- Cover letter
- Detailed Curriculum Vitae
- Addressed Selection Criteria (Section 7 above)
- Copies of academic qualifications and transcripts
- Evidence of:
    - Current Working with Children Check
    - Australian Citizenship or Permanent Residency

Visit our website to access the application form:
https://www.regentcollege.wa.edu.au/careers/

Submit any questions or application electronically to:
humanresources@regentcollege.wa.edu.au

Closing Date:
4:00 PM, Friday 10th October 2025

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