



# CHAPLAIN



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As an independent, co-educational, CARE (Curriculum and Reengagement in Education) School, Alta-1 is a Christian organisation which works with students from years 7-12. We work with at risk young people providing them with wrap around support as they go on a journey of transformation to discover their unique sense of identity and purpose. We are fully committed to their **safety, wellbeing and welfare at all times.**

Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self discovery.

As a member of our campus staff, you will be part of a **small but impactful team**, all working together to create a compassionate environment that is conducive to student transformation.

*We believe in  
changing lives –  
one at a time.*



## PLAYING TO YOUR STRENGTHS

In this highly relational role, you will be a person of safety to students and families in varying stages of recovery. You will model the behaviours of a safe person and continuously be the advocate for the student, actively identifying unmet needs, providing sage guidance and advice, practical help and coping strategies.

Your deep spiritual maturity and awareness will guide your conversations with families, students and campus staff as you work together to cultivate a culture of care and acceptance. You can look beyond the external expressions of frustration and anger to see the person inside, facilitating healing conversations. You take your duty of care seriously.

Your words and actions build a bridge of trust between you, your students, their families, your campus staff and your community of external agencies, church partners and support staff. You can be relied on to do what you say you will do. Your presence is calming, you can assist with mediation between students, families and staff. You bring conflict negotiation and de-escalation strategies to tense situations and manage them to restorative conclusions.

The Alta-1 campus will thrive under your spiritual guidance. You will provide spiritual care, be available to pray with teachers, staff

and where appropriate students, cultivate unity between all parties and offer your time and attention where needed.

As the primary connection between church partners and the College, you know how best to direct resources to meet needs. You nurture relationships with external agencies and support teams and continuously build the network to best support your student's needs.



## YOU'LL KNOW YOU'RE SUCCESSFUL WHEN...

- Student needs - physical, emotional, spiritual and mental - are being accurately identified and effectively met.
- Students are showing signs of growing and progressing on their journey of recovery and transformation.
- There is a high level of positive student engagement and conflicts and escalations are managed to successful outcomes.
- Students, parents and families trust you and turn to you for advice and support.
- You and your campus team are growing in your relationship with God under your guidance and care.
- You are building positive, growing relationships with external services and church partners.





## HERE'S WHAT YOU'RE RESPONSIBLE FOR...

You can expect each day to bring new challenges and opportunities. Your focus is on **building trust with the students and their families and prayerfully supporting them on their recovery journey**. This will include activities such as:

### STUDENT ENGAGEMENT

- Building positive relationships with students and their families and keeping open lines of communication between all parties.
- Working with teachers, campus staff, support staff and external services to provide the most beneficial support for the students and their families.
- Facilitating a high level of student engagement and following up on instances where students seem disengaged.
- Managing group dynamics.
- Conducting timely suicide risk assessments.
- Facilitating formal parent engagements such as afternoon teas.
- Actively refer students to additional support services where required.
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### STUDENT RECOVERY

- Consistently and visibly demonstrate what a safe person is.
- Always modelling positive behaviours and attitudes.
- Working safely and effectively alone in challenging situations such as home visits and excursions.
- Being willing to see past the exterior behaviours to the person inside and facilitate positive conversations that lead to personal growth and recovery.
- Mentoring and encouraging students to see their own worth, find healing, purpose and a sense of belonging.

- Having open and honest conversations with students and their families that address all aspects of recovery.
- Supporting and caring for student with varying beliefs and values.
- Negotiating and managing crisis situations with students and parents.
- Helping to teach and support self-regulation and helping students to de-escalate when necessary.

### PASTORAL SUPPORT

- A strong and growing personal relationship with Christ.
- When appropriate prayerful support of students and staff to facilitate learning and growing together in God.
- Taking the time to actively listen and be present.
- Being available, when requested, to thoughtfully discuss questions of faith with students and their families.
- Leading devotionals and prayer when required.
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### NETWORKING

- Growing healthy and connected relationships with church partners, community police, external services, agencies and other support services.
- Referring students to crisis accommodation when necessary.
- Working with church community partner to foster further engagement opportunities.
- Working closely with CAMHS (Child and Adolescent Mental Health Services) and other mental health support agencies.
- Establishing strong networks in the region for referrals and practical support for students and families.
- Care for and support the effective integration of volunteers into the life of the program.

### SUPPORTING CULTURE

- Building, maintaining and supporting community with students and teachers through daily check-ins, devotionals, question time and classroom support.



- Encouraging students through creative play, consistent presence and calm acceptance.

### ADMINISTRATION

- Advocate and uphold College values and behaviours.
- Follow College procedures relating to disclosures of abuse.
- Timely and accurate reporting of attendance and other student specific notes uploaded to SEQTA.
- Helping in preparing Documented Plans.
- Planning and facilitating excursions including the submission of mandatory paperwork.
- OHS checks for home visits.
- Mental and physical health first aider.
- Completion of risk assessments.
- Supporting campuses other than your assigned one.
- Other administrative tasks such as duty rosters, emails, phone calls etc. as required.

**Extra curricula activities as and when required.**



## YOUR OPPORTUNITIES TO GROW

At Alta-1 we believe in cultivating a work environment that encourages personal and professional growth. We want to see our staff and students thrive through:

- Mandatory Professional development activities.
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated with Regional Principal or the Director of Community.



RELATIONSHIP



TRANSFORMATION



FLOURISHING





# ENGAGEMENT OFFICER



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Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self-discovery.

As a member of our regional staff, you will be part of a **team involved in a program within the region**, working together to create a compassionate environment that is conducive to student transformation.

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## PLAYING TO YOUR STRENGTHS

Your positive energy and ability to build deep connections quickly will be an asset in this role. You are patient and don't give up when students push you away, you persevere and find different ways to connect with each student.

You are resilient with the ability to work gently and purposefully with highly traumatised students. Your high relational intelligence guides you as you work to win each student over. Your ability to adapt to what they need is essential in building strong, trust relationships.

You provide both emotional and practical support to students at a time when they are most vulnerable. Your ability to encourage, guide and mentor these students will be tested and stretched. The student needs are varying and you will need to be flexible in your approach to each one.

You are part of a multi-disciplinary team, all working together for the good of the students. Your ability to engage with colleagues and share important information about the students as necessary, is key to your success in this role.



## YOU'LL KNOW YOU'RE SUCCESSFUL WHEN...

- Students trust you and are open to allowing you to help them become better equipped to handle the practical side of life.
- You see your students achieving goals that they have set.
- Your students can demonstrate life skills that you have taught them.
- Parents and families trust you to keep them informed and call on you for help when communication issues arise.
- External agencies are willing to work with you and share pertinent information about the students to assist with referrals, etc.







## HERE'S WHAT YOU'RE RESPONSIBLE FOR...

You are the **person who supports the students in building practical life skills**. You encourage them to believe in themselves and help them learn how to become a self-advocate, successfully crafting their own future pathway. Your role will include but may not be limited to, activities such as:

### PRACTICAL STUDENT AND PROGRAM SUPPORT

- Equipping students with practical life skills that set them up for the future, such as cooking classes, budgeting, confidence building and personal hygiene.
- Creating engagement opportunities that support Personal Recovery activities, for example tactile learning and experiences that help students to manage real life situations.
- Assisting with school transitions – sitting in class with the student for several hours to help them settle in and taking the time to visit students once they are on campus to maintain the relationship.
- Conducting home visits and sourcing support for family needs such as food hampers, transport facilitation, welfare checks etc.
- Transporting students to and from classes, court appearances, hospital appointments, etc. and ensuring they are dropped back at home or parent-approved safe spaces.
- Assist with finding work placements for students.
- Organising therapeutic services for students and families including referrals to outside counsellors/service where necessary.

- Supporting students to develop an education pathway into a mainstream campus or Alta-1 campus.
- Liaising with Learning support on designing individualised student Documented Plans.
- Scaffolding the delivery of Alta-1 courses to make them relatable and understandable for students.
- Maintaining community and agency partnerships.
- Facilitate students to access the supports and educational opportunities available to them.

### EMOTIONAL STUDENT SUPPORT

- Becoming a safe person for the student by intentionally building relationship.
- Coaching students through issues with their families and friends, teaching them how to better manage conflict
- Being a sounding board for the students.
- Helping students to be accountable for their time and develop integrity in all that they do.
- Teaching students how to create and maintain healthier relationships.
- Helping students to identify and remove barriers to their future pathways.
- Facilitating better communication between students and their families.
- Providing pastoral care for students through continued conversations.
- Assisting in the of development of draft Documented Plans.
- Assisting with data collection of student profiles.

### ADMINISTRATION

- Facilitating clear communication between students, staff, parents and other agencies.
- Conducting student/parent interviews and meeting about progress or behaviour.
- Writing risk assessments and excursion documentation to ensure risk are covered.
- Conducting pre-enrolment calls and meetings.
- Capturing detailed student notes in SEQTA.
- Attending weekly staff meetings.
- Keeping vehicles and meeting spaces clean.

### LIAISING WITH EXTERNAL AGENCIES

- Meeting with multiple agencies to manage student referrals.
- Networking with multiple agencies such as Juvenile Justice, Department of Communities, police, youth services etc.

### Extra curricula activities as and when required.





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