

St Luke's
anglican school

FAITH • PERFORMANCE • HONOUR

School Chaplain

Applicant Information



FAITH PERFORMANCE HONOUR

St Luke's has a distinctive culture centred around our core values of **Faith**, **Performance** and **Honour** — values which are given life through 'The St Luke's Way'.

The Anglican traditions and ethos are central to our identity. Our full-time Chaplaincy Team work with the Principal, staff, students, the local Parishes and the wider community to ensure that the Christian principles are lived and modelled in the daily life of the School and by each student.

EXPERIENCE THE ST LUKE'S DIFFERENCE

Scan the QR code below to hear from our Principal, Mr Matthew Hughes



Thank you for your interest in St Luke's Anglican School. Located in Bundaberg, St Luke's is one of Queensland's highest performing regional schools. Founded in 1994, St Luke's is a co-educational day school, educating over 1,100 students from our Early Learning Centre to Year 12.

As a dynamic and inclusive learning community, St Luke's inspires excellence, service, innovation and global thinking. The School has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential. St Luke's graduates are known for their strength of heart, mind and character.

The School employs 200 full-time, part-time and casual staff, covering all school functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

St Luke's Anglican School offers the opportunity to work with exceptional educators and staff, dedicated and passionate about enabling and empowering students to be the best they can be.

You will experience an innovative and creative teaching and learning culture, supported by your colleagues and the Executive Leadership Team and a commitment to your professional development.

LOCATION

St Luke's Anglican School is located six kilometres from the Bundaberg Central Business District and is ten minutes away from the coastal growth corridor centred on Bargara, Innes Park and Coral Cove. Bundaberg is a four-hour drive north of Brisbane. Flying time to Brisbane is approximately 50 minutes, and several services operate daily.

Bundaberg boasts the best climate in Australia with an average maximum temperature of 26.6°C and an average minimum temperature of 16.3°C. Our close proximity to natural wonders such as the Great Barrier Reef and K'gari, along with wonderful beaches, national parks, boating and fishing experiences make Bundaberg a prime place to live.

There are plenty of attractions, both natural and man-made situated through our region. Bundaberg has over 500 hectares of parkland and the City celebrates several festivals each year. There are historical museums, including the Hinkler Hall of Aviation, situated in the Botanic Gardens Complex. Guided tours are available of the Bundaberg Rum Bondstore or a self-guided interactive tour of the Bundaberg Ginger Beer Barrel. Turtle-watching in season, plus many other activities, add highlights to our wonderful region.

With established export markets in horticulture, seafood, livestock, food and agri-processing, sugar cane, aviation and education, the area has abundant investment and employment opportunities for the discerning entrepreneur.



IMMEDIATE SUPERVISOR:

Principal

KEY RELATIONSHIPS:

Effective working relationships with the Principal, the Executive Team, and the Chaplaincy team. Internal and external liaison with all staff, students, parents and various other stakeholders such as external providers.

CONTRACT STATUS:

Teaching Chaplain Position
(1.0 FTE)
Permanent Position

COMMENCEMENT DATE:

Negotiable

**POSITION SUMMARY**

The School Chaplain provides spiritual and pastoral leadership across St Luke's Anglican School, grounded in Christian faith within the Anglican tradition. Licensed by the Archbishop of Brisbane, the Chaplain facilitates inclusive opportunities for worship, reflection, and connection, nurturing the faith journey of students, staff, and families. Through word, sacrament, service, and relationship, the Chaplain helps bring the mission of the Church to life within the School community and contributes meaningfully to its culture and values.

As a member of the Senior Leadership Team, the Chaplain partners with school leaders to strategically support wellbeing, foster belonging, and encourage a deeper sense of meaning and purpose in daily school life. The role embodies the School's core values by remaining faithful to its mission, demonstrating imagination and creativity, and courageously addressing challenges. The Chaplain models authenticity and integrity, shares the gospel with confidence and humility, and inspires others to live out the School's Anglican ethos through word and action.

KEY RESPONSIBILITIES**Spiritual and Liturgical Leadership**

- Lead, plan, and preside over School worship, prayer, and sacramental services (including Eucharist) that are engaging, inclusive, and grounded in the Anglican tradition
- Develop and coordinate a program of Anglican liturgy and spiritual formation for students and staff across all year levels
- Deliver Ethics and Faith education classes as part of the teaching timetable and provide theological oversight of this curriculum content to ensure alignment with the Anglican ethos
- Prepare candidates for Baptism, Admission to Holy Communion, and Confirmation in collaboration with local parishes
- Mentor student Chapel leaders, Liturgical Assistants, and staff involved in worship, encouraging student participation and leadership in Chapel life
- Maintain sacred spaces (e.g., the School Chapel) as places of prayer, reflection, and community connection.

Pastoral Care and Community Wellbeing

- Provide compassionate and confidential pastoral care to students, staff, and families, supporting spiritual, emotional, and relational well-being
- Be an active member of the School's Chaplaincy Pastoral leadership teams to deliver a proactive, coordinated approach to pastoral care and student support
- Be a visible and approachable presence across the School, actively building relationships and trust within the community
- Offer pastoral presence and prayer support at School events, excursions, and camps, including participation in the Outdoor Education program where appropriate
- Support the School Counsellors and Deputy Principals by referring students and collaborating on wellbeing plans when required.

Anglican Identity, Faith Formation, and Mission

- Champion and model the School's Anglican ethos, vision, and values, making faith visible and relevant in daily school life
- Lead and promote opportunities for faith formation, prayer, and Christian reflection for students, staff, and parents
- Provide professional learning and formation opportunities for staff to deepen their understanding of Anglican identity and Christian values
- Encourage integration of Christian principles across the curriculum, co-curricular activities, and school events
- Strengthen connections with local parishes, the Diocese, and the broader Anglican Schools Commission, contributing to shared initiatives and building parish-school partnerships.

Service and Social Justice

- Develop and lead service-learning initiatives that encourage students to respond to community and global needs with compassion and action
- Partner with external organisations and Anglican agencies to facilitate meaningful opportunities for service, advocacy, and charitable engagement
- Embed themes of service, stewardship, and justice into worship, Ethics and Faith classes, and pastoral programs to connect faith with action.

Collaboration and School Engagement

- Contribute actively to the Senior Leadership Team, providing insight and theological reflection in strategic decision-making
- Support the planning and delivery of key School events, celebrations, and rites of passage (e.g., ANZAC Day, Foundation Day, Graduation)
- Collaborate with staff across departments to align pastoral, liturgical, and educational priorities
- Represent the School at community events, parish functions, and other relevant gatherings.

Teaching

- Assume the professional responsibilities of a teacher, up to a 0.4 FTE teaching component within this role, as outlined in the Middle/Senior School Teacher Position Description.





Education, Experience and Professional Qualifications	Essential	Desirable
Current registration with the Queensland College of Teachers	✓	
Ordained Anglican Priest licensed (or eligible to be licensed) by the Archbishop of Brisbane	✓	
Demonstrated experience in pastoral care, Christian ministry, and Anglican liturgical practice	✓	
Demonstrated ability to engage young people and make Christian faith relevant in an educational context	✓	
Blue Card (Working with Children Check) and current National Police Check	✓	
Recognised tertiary qualifications in Theology	✓	
Bachelor of Education (equivalent)	✓	
Qualifications or experience in counselling, chaplaincy, or student wellbeing		✓
A Master's Degree and/or further postgraduate study in a related field		✓
Current First Aid, CPR, Asthma, and Anaphylaxis certificates.		✓

CHARACTERISTICS, QUALITIES AND SKILLS

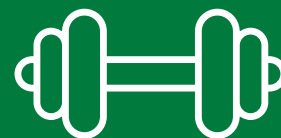
- Authentic Christian faith, lived out with integrity, humility, and courage, and alignment with the mission and vision of St Luke's Anglican School
- Passion for working with children and young people, fostering their spiritual growth, wellbeing, and values-based engagement from Early Years to Year 12
- Proven ability to build strong, trusting relationships across diverse school and community groups
- Outstanding communication and interpersonal skills, with the ability to engage confidently and respectfully with staff, students, families, and external stakeholders
- Skilled in leading Anglican worship, liturgy, and sacramental services in an engaging and reverent manner
- Creativity and imagination in designing worship, retreats, and faith formation experiences that inspire authentic engagement
- Capacity to collaborate effectively with colleagues across leadership, wellbeing, and cross-functional teams
- Experience mentoring or guiding staff in faith, pastoral, or professional development contexts
- Strong organisational skills with the ability to plan, prioritise, and manage multiple initiatives concurrently
- Proficiency in Microsoft Office and other digital tools used for communication, planning and resource development
- Commitment to professional growth, reflective practice, and continuous improvement
- High emotional intelligence, resilience, and a servant-hearted approach to leadership
- Clear understanding of child safety principles, with a demonstrated commitment to safeguarding children and young people.

KEY CHALLENGES

- Leading and sustaining the spiritual life of a diverse school community, ensuring that worship, prayer, and Christian formation are inclusive, relevant, and engaging for students from varied backgrounds
- Balancing time between multiple responsibilities, including worship leadership, pastoral care, teaching Ethics and Faith, staff formation, and participation in School events
- Providing effective pastoral care while maintaining professional boundaries and emotional resilience, particularly when dealing with sensitive or crises situations
- Integrating Anglican identity meaningfully into the curriculum, co-curricular programs, and wider school culture, ensuring alignment with the School's strategic priorities
- Encouraging staff engagement in spiritual and liturgical life while respecting individual faith traditions and perspectives
- Coordinating service-learning and social justice programs that are logistically feasible, educationally meaningful, and well-supported by staff and students
- Remaining visible, approachable, and available across the campus while also finding time for planning, reflection, and professional renewal
- Keeping up to date with contemporary theology, youth ministry practices, and issues facing young people, to ensure messages and programs remain relevant and impactful.

PHYSICAL CAPABILITIES

- The role requires regular movement across the campus, including to classrooms, the chapel, outdoor venues, and event spaces, sometimes multiple times per day
- Capacity to stand for extended periods during Chapel services, assemblies, and events
- Ability to lift and carry liturgical or worship resources (e.g., altar items, sound equipment, seating arrangements) as required
- Energy and stamina to participate in camps, retreats, and outdoor education programs, which may involve overnight stays and physical activity
- Ability to work flexible hours to accommodate early morning services, evening School events, parish connections, and occasional weekend commitments
- Emotional and mental resilience to respond to urgent pastoral needs, crisis situations, or sensitive disclosures in a calm, supportive, and professional manner.

MODERN FACILITIES**COMPETITIVE REMUNERATION****USE OF THE SCHOOL GYM****PROFESSIONAL DEVELOPMENT
OPPORTUNITIES****DISCOUNTED SCHOOL FEES****FREE BEFORE & AFTER
SCHOOL CARE****PARK-LIKE GROUNDS****SUPPORTIVE & COLLABORATIVE
WORK ENVIRONMENT****STAFF WELLBEING
INITIATIVES**

“

I am proud to be a part of a school that values community, is service-driven and employs passionate, hard-working individuals.

- ST LUKE'S STAFF MEMBER

”



CHILD PROTECTION COMMITMENT

The School is committed to the safety, welfare, and well-being of all children and young people. The School Chaplain is expected to model and promote child-safe practices, comply with all relevant legislation and policies, and respond to any concerns, disclosures, allegations, or suspicions of harm in accordance with the School's Child Protection Policy.

GENERAL TERMS OF APPOINTMENT

- Be supportive of the Anglican Ethos of the School
- Support the Strategic Plan and the School Improvement Plan
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times
- Maintain professional presentation and communication
- Take full responsibility for compliance with the Staff Conduct - Guidelines and Expectations Policy
- Take full responsibility for compliance with the Our Commitment - Creating Environments for Children and Young People to Thrive (ASC Code of Conduct)
- Take full responsibility for compliance with all school policies and procedures
- Uphold the School values of Faith Performance Honour
- All employees recognise and accept that they may be required from time to time to undertake duties that are outside their normal role description but within their skills, competency, and capability.

Pre-employment checks form part of the appointment process and cover such matters as Student Protection, Workplace Health and Safety, School Procedures and Policies etc.

Further information about these policies and procedures is available on the School's website.

The St Luke's Anglican School Staff Recruitment and Selection Policy and the Staff Conduct - Guidelines and Expectations Policy apply to this position.



SELECTION CRITERIA

Applicants should address the following selection criteria in their application:

SC1: Christian Leadership

Demonstrated capacity to provide authentic Christian leadership within the Anglican tradition, nurturing the spiritual growth and wellbeing of students, staff, and families through worship, pastoral care, and community engagement.

SC2: Relational Integrity

Proven ability to build strong, trusting relationships across diverse groups; communicate effectively and empathetically; and offer pastoral guidance with sensitivity, discretion, and sound judgement.

SC3: Stakeholder Collaboration

Evidence of partnering with school or organisational leaders to shape culture, promote wellbeing, and align initiatives with mission and values, showing creativity, integrity, and courage in responding to challenges and opportunities.

APPLYING FOR THE POSITION

Applicants should apply by submitting an application, which clearly provides details on each of the following:

- A copy of your resume, including education qualifications relevant to the duties and selection criteria, as well as a summary of relevant work and education history (maximum 4 pages)
- It is encouraged to also upload a short video (maximum 2 minutes), introducing yourself and outlining why you would like to work with us at St Luke's Anglican School.

Chaplains in Anglican Schools are appointed consistent with the Protocol for Appointing a Chaplain or Lay Minister to an Anglican School. As such, the appointment will be made in collaboration with the office of the Bishop and the Anglican Schools Commission.

Applications should be submitted via email at: employment@stlukes.qld.edu.au





**4 MEZGER STREET
BUNDABERG QLD 4670**

CRICOS Provider Code: 01317D

**P: (07) 4132 7555
F: (07) 4132 7556**

www.stlukes.qld.edu.au