

Holiday Club Team

Wadsley

Role Description and Person Specification

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role To help run a fun and safe holiday club which helps children in Wadsley to learn more about Jesus.

What the role involves You will be expected to:

- Encourage children to learn about Jesus and to grow in faith
- Prepare and lead group sessions or activities
- Get to know the children by name and help them to feel safe and secure
- Pray for the children in your care
- Be aware of and comply with all relevant safeguarding requirements
- Ensure the environment is safe for everyone involved
- Know how to respond to and report any safeguarding concerns or allegations
- Arrive early to pray and to prepare
- Attend meetings for your support, guidance or supervision

When and where you will be doing it The holiday club takes place annually in August in both the Church and Church hall buildings.

Disclosure and Barring Service check An enhanced check is required with children's barred list checks.

To whom you will be responsible Emily Kittle

Safeguarding training requirements The following safeguarding pathways will need to be completed:

- Basic Awareness
- Foundation

Support you will be given Team meetings in the run up to the club as well as a debrief and celebration meeting following the club ending.

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements

This role requires someone who:

- Has good communication skills
 - Builds good relationships with tact and sensitivity
 - Is an encourager, able to nurture skills in others
 - Is punctual
 - Is willing to develop skills and to engage with training
 - Relates well to primary school age children
 - Treats everyone with respect and dignity
 - Wants to see children grow in faith
 - Works well as part of a team
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

Training Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.

Policies and Procedures Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

Document Approval

This document was approved by Emily Kittle on 08/06/2024.