

Children's 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 lead or assist in leading Sunday morning children's groups. To prepare, set up, plan and lead the sessions and tidy away afterwards. To help children grow in their knowledge and relationship with God.

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
 - Keep a register, contact details, allergy information and consent forms up to date
 - Know how to respond to and report any safeguarding concerns or allegations
 - Arrive early to pray and to prepare
 - Ensure that personal data is stored securely
 - Liaise with parents and carers about their child's needs
 - Work cooperatively with others to plan sessions in advance
 - Attend meetings for your support, guidance or supervision
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When and where you will be doing it Sunday mornings - 9.45 - 12 in Wadsley Church Hall or Wadsley Scout Hut depending on the group.

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 three times a year, invitation to attend Joined Up conference, material provided for planning sessions, team prayer meeting and briefing before session, opportunities to meet up with Emily for discussions and support as needed.

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
- 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

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 23/11/2023.