

Rector: Revd Annabel Barber MA

(revannabelbarber@gmail.com 01522 721306)

Role description: **AFTER SCHOOL CLUB CO-ORDINATOR/HELPER**

**Principles**

Workers with children/young people and/or vulnerable adults should have a commitment to:

* Treat them with respect.
* Recognise and respect their abilities and potential for development
* Promote their rights to make their own decisions and choices, unless it is unsafe.
* Ensure their welfare and safety.
* The promotion of social justice, social responsibility and respect for others.
* Confidentiality, never passing on personal information, except to the person you are responsible, unless there are safeguarding issues of concern. These must always be reported.

**Purpose**:

To plan and run the After School club as part of a team, in a way that has been agreed by the Parochial Church Council

**Key responsibilities and accountabilities:**

1. To plan and co-ordinate the After School Club for children aged 5-11 years old
2. To exercise active pastoral concern
3. To represent the needs and views of children to the Parochial Church Council or, where appropriate, enable them to do this for themselves.
4. To maintain a link with parents and carers
5. To work in accordance with the church’s policy on safeguarding.
6. To undertake any other work that has been agreed and is seen to be appropriate

**Person specification**

1. A committed Christian
2. Able to demonstrate an ability to work with children
3. A willingness to develop their skills and training

As a Volunteer working unsupervised and regularly with children, this post requires a Disclosure and Barring Service (DBS) check and regular Safeguarding training.

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| **Othe Requirements**   * Current DBS Enhanced Disclosure that meets our minimum requirements |

**Other information relevant to this job description**

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| * St Michael’s Safeguarding Policy * St Michael’s Mission Statement |

**Responsible to:**

The Parish Priest Revd. Annabel Barber (or her named representative) and through them to the Parochial Church Council.

Adopted by St Michael’s PCC…………………………………..( Date)

Signed………………………………………………PCC Chair