

Rector: Revd Annabel Barber MA

(revannabelbarber@gmail.com 01522 721306)

Role description: **Holiday Club Helper**

1. **Your work will include these roles**

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| 1. To plan and co-ordinate the Holiday Club activities 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
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1. **Skills, knowledge and experience required**

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| Workers with children 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.

The ability to* Relate informally to children.
* Complete of church safeguarding course
* To initiate informal conversations with young people.
* To lead through prepared Bible study material and activities with children.
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1. **Other Requirements**

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| * Current DBS Enhanced Disclosure that meets our minimum requirements
* Current church membership
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1. **Other information relevant to this job description**

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| * St Michael’s safeguarding policy
* St Michael’s Mission statement
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**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