

Age Group Team Leader (Core Team)

- Carry a sense of calling to children's work and to helping children connect with God and reach their full potential in him.
- Plan curriculum as part of whole team with specific responsibility for an age group.
- Communicate curriculum planning and practical procedures to all team members and especially session leaders (may include leading team meetings). Produce a schedule with each rota to show team leader, subject of session, resources needed.
- Draw together a team and plan rotas ensuring that ratios are met
- Ensure that group has equipment and resources needed to run (communicate with Administrator any items that need to be purchased)
- Meet with other Team Leaders and Children and Families Leader regularly (once a half term) to ensure that groups are joined up in our thinking and planning.
- Complete DBS Check and Safeguarding Training



Session Leader



- Carry a sense of calling to children's work and to helping children connect with God and reach their full potential in him.
- Plan session from given curriculum plan and assign tasks to team members to deliver (including registration and releasing children).
- Ensure that resources and equipment are in place for planned activities and that the rooms that are in use are safe (follow risk assessment)
- Ensure that correct ratios are in place for groups each session and contact Team Leaders for help if needed.
- Communicate plans and procedures to all helpers in the group (ideally in advance of the morning!).
- Feedback to Team Leader following session. If there are children with unidentified additional needs contact Additional Needs Leader who can follow this up.
- Liaise with Additional Needs Support to ensure that activities can be accessed by all or to agree alternatives where needed.
- Complete DBS Check and Safeguarding Training

Session Helper

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- Help groups of around 10 children to complete planned activities around Bible story or theme. Activities may vary – so need to be able to be flexible and adapt!
- Supervise small groups and help children to engage during bigger gathering of all children
- Set up resources before the group and tidy away at the end
- Take children to the toilet if needed
- Provide additional support to any children who are finding it difficult to engage with activities.
- Complete DBS Check and Safeguarding Training
- Attend Team meetings and training as required (3 or 4 times a year)



Additional Needs Leader

- Co-ordinate support for children with additional needs
- Meeting with parents and carers to discuss support and making plans (or assigning team members to do this)
- Leading Additional Needs Support Team to provide support as planned (may include leading team meetings)
- Supporting training of wider team in helping children with additional needs
- Ensuring that all team members know profiles of children who need support and are aware of resources and procedures that are in place to help them.
- Complete DBS Check and Safeguarding Training
- Attend Team meetings and training as required (3 or 4 times a year)



Additional Needs Support

- Follow plans agreed by Additional Needs Team and Parents/Carers which may include 1:1 support for individual children with additional needs
- Enable children with additional needs to access groups as much as possible,
- Facilitate children with additional needs to connect with God in their own way, this may include running an alternative activity if needed
- Communicate with parents/carers and Additional Needs Leader with feedback and updates
- Complete DBS Check and Safeguarding Training
- Attend Team meetings and training as required (3 or 4 times a year)



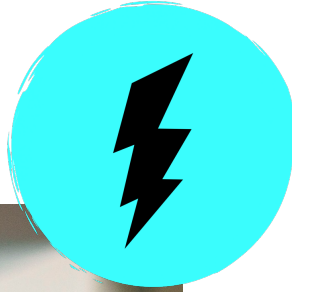
Twinkle Team Leader

- Carry a sense of calling to welcoming families and enabling them to connect with each other
- Set a culture of inclusion with families in Twinkle area through conversations with all families and introducing them to each other.
- Draw together a team and plan rotas
- Oversee registration and ensure that team are aware of any changes in procedure or policy including updating instructions and documentation as needed. (May include leading team meetings)
- Ensure that group has equipment and resources needed to run (communicate with Administrator any items that need to be purchased)
- Meet with other Team Leaders and Children and Families Leader regularly (once a half term) to ensure that groups are joined up in our thinking and planning.
- Train new team members in use of churchsuite for registration etc.
- Complete DBS Check and Safeguarding Training



Twinkle Team Member

- Carry a sense of calling to welcoming families and enabling them to connect with each other
- Set a culture of inclusion with families in Twinkle area through conversations with all families and introducing them to each other.
- Set up registration equipment and oversee registration – reporting any issues to Twinkle Team Leader
- Set up and clear up Twinkle zone
- Attend Team meetings as needed (2 or 3 times a year) and Illuminate Meetings as appropriate (no more than 3 times a year)
- Complete DBS Check and Safeguarding Training



Illuminate Administrator

- Charge tablets that are used for check in
- Check in with group leaders for Sunday. Check that they know that they are on the rota! Remind them to contact their teams. Find out if they need you to gather resources/copy anything
- Prepare resources for Sunday groups and leave in appropriate place
- Buy snacks, prizes etc (check with team leaders)
- Tidy cupboards and rooms and restock any resources needed
- Team application admin – follow through flow on Churchsuite. Liaise with DBS team
- Make sure registration supplies are kept well stocked (eg emergency registers, labels, pens)
- Add visiting children into groups if appropriate and contact parents re joining the rota
- Liaise with Church Communications Team

