

CHURCH OF SCOTLAND**CHILDREN'S WORKER: JOB SPECIFICATION AND DECLARATION****Name of Children's Worker:****Congregation:****Title of Post:** Senior Sunday School Leader**Name of Group:** Sunday School**Responsible to:** Sunday School Superintendent**Supported by:** Minister**Where and when the group meets:****Main aim of group:** To deliver Sunday School teaching in the Church of Scotland to children between 5 – 11 years.**Principal duties and responsibilities**

1. To be responsible for teaching the children in line with agreed schemes of teaching.
2. To ensure an accurate record of attendance is taken and consent forms completed using agreed procedures.
3. To be responsible for ensuring Sunday School is adequately staffed.
4. To have overall responsibility for the care, needs and safety of the children during the times set for Sunday School and trips.
5. To ensure the safety of children, where applicable* after conclusion of Sunday Service and trips.
6. To supervise and support new workers during probationary period using agreed procedures.
7. To support Children's Workers within your group thereafter.
8. To liaise with Child Protection coordinator on Child Protection issues and to ensure the Child Protection Policy is implemented in your group.
9. To attend meetings and training as required.

*Applies to children where parents /guardians have indicated on the agreed form that they will be collected

Part B: to be completed by the worker with children/young people**DECLARATION:**

I have understood the nature of the work I am to do with children/young people. I have read the Code of Good Practice produced by the Church of Scotland for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Date: _____ Signature: _____

