

**CHURCH OF SCOTLAND****CHILDREN'S WORKER: JOB SPECIFICATION AND DECLARATION****Name of Children's Worker:****Congregation:****Title of Post:** Senior New Horizon Leader**Name of Group:** New Horizon**Responsible to:** Associate Minister**Supported by:** Minister**Where and when the group meets:****Main aim of group:** To deliver Christian teaching in the Church of Scotland to young people between 12 - 18 years.**Principal duties and responsibilities**

1. To be responsible for teaching young people using appropriate teaching materials.
2. To ensure an accurate record of attendance is taken and consent forms completed using agreed procedures.
3. To be responsible for ensuring New Horizon is adequately staffed.
4. To ensure the safety of children, where applicable\* after conclusion of Sunday Service and outings.
5. To have responsibility for the care, needs and safety of the children in during the times set for New Horizon and day trips.
6. To ensure appropriate insurance cover is provided for trips and that venues being visited have valid insurance certificates & qualified staff where appropriate.
7. To supervise and support new workers during probationary period using agreed procedures
8. To support Children's Workers within your group thereafter.
9. To liaise with Child Protection coordinator on Child Protection issues and to ensure the Child Protection Policy is implemented in your group.
10. To attend meetings and training as required.

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

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

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**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: \_\_\_\_\_

