

PCF Voluntary Children's Sunday School Coordinator/Leader

Context

The People's Christian Fellowship is a faith based charity in the Tottenham area within the London Borough of Haringey. Our Young People's Department (YPD) is a vital element of the overall church ministry with an aim to provide a supportive Christ-centred environment where young people will develop holistically — intellectually, emotionally, spiritually, physically, and socially (Luke 2:52), — so that the young people may know Christ as their Lord and Saviour. It is our desire to see them become true disciples of Christ (Matt 28:19,20), so that they may serve and love God and His people wholeheartedly (Luke 10:27).

The YPD structure is aimed at creating a safe and consistent environment where young people can strive to achieve spiritual maturity, whilst developing the necessary social and thinking skills needed to achieve in life.

Safeguarding our young people is of utmost priority on our agenda and we aim to minimize the risk of malpractice and abuse. Effective communication, support and transparency will enable the YPD to provide living examples of the Christian faith, whilst each worker strives to gain the trust and respect of the youths as a foundation for discipleship, friendship and mentoring.

The PCF Children's Church, Sunday School & Crèche offers an enjoyable experience for all children to grow in the knowledge of our Lord Jesus Christ.

Description

Department/Group:	PCF Young Peoples Department	Hours:	4 hours per week + training
Location:	89 Broad Lane London N15 4DW	Conditions	This post requires an enhanced CRB check. renewable every 3 years
Responsible to:	PCF Youth Pastor	Responsible for	Sunday School Room Leaders; Sunday School Teachers

Purpose and Scope

1. To promote the spiritual growth and development of the children of PCF through specific Sunday school activities.
2. To provide learning opportunities for all children in order to develop their social, emotional, intellectual and spiritual wellbeing. To promote equal opportunities for all children and promote an exciting and safe environment for children to learn in.
3. To work closely with the Pastors and Sunday School Teachers to support the full range of activities within the ministry. You will therefore, be responsible for establishing positive working relationships with teachers and colleagues at all levels.
4. To be responsible for preparing, studying, and teaching lessons found in the agreed Teacher's manual or that which has been developed with and under the direction of the Pastors.
5. To be responsible for all aspects of review and validation of specified in-house programmes, providing support for young people and teachers and developing and sustaining an effective administration procedure.
6. To ensure all safeguarding procedures are adhered to in line with the PCF Child Protection policy

Duties and Responsibilities

1. To develop strategies in order to implement the vision of the PCF Church and PCF young people's department.
2. In conjunction with the room leaders, and Pastors to annually develop a four termly study curriculum for all four Sunday Schools groups, inclusive of the sourcing/development of literature, materials and assessment framework
3. To oversee and supervise the work of Sunday School Room Leaders and Teachers on a Sunday Morning (inclusive of termly individual/team supervision)
4. To lead behaviour management and liaise with parents, carers and professionals
5. To develop, maintain and manage an effective child registration system
6. To participate in, and implement the outcomes of various developmental training

7. To actively promote, manage and maintain health and safety, equal opportunities, data protection and safe guarding practices and procedures
8. To plan for and maintain provisions for children with special educational needs
9. To conduct termly planning, monitoring, evaluating and reporting
10. To undertake other reasonable tasks as required
11. To endorse and support the PCF Statement of Faith and it's beliefs.

Person Specification

- At least 18 years of age and have the ability and demonstrable desire to teach
- A member of the PCF fellowship in good standing or be willing to join the church.
- Reliable and committed to good time keeping

EXPERIENCE:

- Substantial experience in a faith based environment and have a personal relationship with Jesus Christ
- Experience of leading a team of volunteers is desirable
- Previous experience of working with children, preferably in a similar context

QUALIFICATIONS AND SKILLS:

- The ability to work under pressure, independently and as part of a team
- Sound IT skills
- The ability to learn quickly, apply new knowledge, multi-task and maintain focus on key issues
- A willingness to develop and keen to learn new skill
- The ability to present complex information clearly and concisely.
- Ability to organise and prioritise work demands to meet deadlines with minimal supervision

INTERPERSONAL SKILLS:

- An ability to communicate effectively at all levels, orally and in writing
- A calm, tactful manner in dealing with all PCF Officers and where necessary external bodies
- The ability to work closely and effectively with other members of the team.
- Effective leadership skills and the ability to resolve any issues *(with the support of the Youth Pastor or another officer where necessary) any issue that may arise within the volunteer team or raised by a aren't/carer; child or anyone else.

This role profile is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the ministry.