

St Marys Church
JOB DESCRIPTION

Sunday Club Superintendent

- Appointed by: Church AGM.
(after references taken, DBS checked and Safe to Grow training undertaken.)
- Responsible for: Teachers, Helpers, Children
- Responsible to: MLT, Safe to Grow Co-ordinator
- Main purpose of Post: To co-ordinate the planning, organisation and provision of Sunday school activities.
To support and encourage teachers and helpers in providing quality Christian Teaching.
- Authority: To insist on adherence to "Safe to Grow" Policy and Procedures

Qualities Required -

- Essential:
- Church Member
 - Ability to plan and organise
 - Ability to guide and nurture
 - Ability to lead a team
 - To be able to understand the needs of children
 - Creativity
- Desirable:
- Tasks:
- To plan, organise and lead Sunday school planning meetings.
 - To organise the ongoing rota of Teachers and Helpers.
 - To liaise with the MLT, Safe to Grow Co-ordinator and Minister.
 - To assist the Members and Minister in co-ordinating additional activities for children / youth e.g. Holiday Club
 - To ensure full knowledge and compliance to "Safe to Grow" for all Teachers and Helpers
 - To appoint, supervise and assist Teachers and Helpers, in co-operation with the MLT and Safe to Grow Co-ordinator.
 - To maintain confidential records of registration/attendance/meetings
 - To make sure that confidential registration forms and registers are stored in a locked designated place.
 - To review current practices and facilitate future developments
 - To highlight suitable training courses
 - To attend training as appropriate
 - To issue, receive and maintain annual children's information forms
 - To organise the buying of resources.