



## **Job Description – Schools Worker**

### **All Souls Parish and the ‘All Souls Serve the City’ initiative**

Working from the parish of All Souls Langham Place “All Souls Serve the City” (ASSTC) brings together a breadth of ministries seeking to meet needs across the range of ages and backgrounds represented within the great diversity of London. Each ministry works for justice, hope and creativity in our city through word, service and community as we call all people to new life in Christ. Each ministry is firmly rooted and connected into the life of the church.

A key commitment within “All Souls Serve the City” is the seeding and growing of new and timely ministries where we have identified both a need and a means to engage that need. As such, the Schools Worker is now a key part in a successful ministry among primary-aged school children (under-11s).

We continue to take on board new opportunities that have arisen to serve our local church primary school, and to resource other schools as relationships with them are further developed.

### **Details**

Type of contract:	2 year fixed term training post
Salary:	£28571.42 pa inclusive of London Allowance
Location:	based in and around the parish of All Souls Langham Place
Hours:	full-time, 35 hrs per week by arrangement, occasional evenings & weekends
Annual Leave:	25 days plus bank holidays

### **The Role**

This is a training role particularly suited to someone wanting to develop in a childrens or schools work ministry.

While the Schools Worker is part of ASSTC, the post is line-managed and operates under the direction of the Senior Minister (0-18s) as part of the wider parish 0-18s team. They will play a full part within the 0-18s staff team and will work closely with staff from across the parish.

The primary sphere of engagement will be with All Souls CE Primary School. The Schools Worker will look to work across the school (with children, teachers, and parents), building on and further developing the existing strong partnership with the congregations at All Souls and Clubhouse. In consultation with the Headteacher and Senior Leadership Team, the post-holder will explore appropriate ways of serving the whole life of the whole school at this time.

The post-holder will be responsible for:

- implementing and running a programme of church-based after-school Bible Clubs and a football club, during term-time;
- implementing and running an annual week-long Holiday Bible Club (Easter);
- engaging with and helping to resource school-based initiatives which look to strengthen the Christian ethos and celebrate the Christian identity of All Souls CE Primary;
- exploring and beginning to develop a “schools hub”, looking at ways of serving schools more widely across the city, including a curriculum enhancing parish visits programme.
- Transforming Lives for Good (TLG) Programme: leading and overseeing participating ASLP/Clubhouse church members.
- With other members of the 0-18 team help oversee special programmes, particularly at Christmas, Easter, Harvest.

Regular mentoring and relevant training will be provided by the Senior Minister (0-18).

This role will require networking across each of our church congregations (meeting at Langham Place and on Cleveland Street) to mobilise serving partners and build teams.

In addition, the post-holder will also be responsible for overseeing and implementing Safeguarding policies and procedure for the schools work based at the Cleveland Street site.

## **The Person**

We are looking for someone who is:

- a committed conservative evangelical Christian in full sympathy with the values and aims of the Parish of All Souls Langham Place, having a supreme regard for Scripture and sharing the biblical understanding of holistic mission which undergirds “All Souls Serve the City”;
- able to relate to people from a rich diversity of cultural backgrounds and age groups, but particularly strong at engaging with and relating to primary-aged children;
- experience of working with primary-aged children and preparing faithful and creative Bible teaching for this age group;
- a hard working and prayerful disciple with a servant heart seeking to live a life of Christian integrity;
- able to take initiatives and develop new ideas to implementation;
- confident in an up-front role and in relating to leaders and teachers in a school context;
- both a good team player willing to seek advice and able to lead by recruiting and equipping a team of serving partners;
- committed to membership (which includes regular attendance) of either the All Souls / All Souls Clubhouse Church congregations;
- equipped with the administrative and delegating skills to organise a ministry, as well as events;
- able to communicate effectively both orally and in written communication and has excellent interpersonal and IT skills.

## **Principal Responsibilities**

### **Church-based**

Delivering the programme of after-school Bible Clubs (currently twice-weekly) and Football Club (currently once a week) during term-time, and the annual week-long Holiday Bible Club (which currently runs at Easter).

- co-ordinate and share in the leading of this programme;
- find, develop and adapt age-specific Bible teaching material, crafts and other activities, preparing it for use in each session;
- ensure that adequate numbers of serving partners are available for the running of an effective programme;
- ensure appropriate policies (health and safety, behavioural, child protection) and risk assessments are in place, and that legal registration requirements are met;
- ensure appropriate paperwork is in place for serving partners;
- build and develop relationships with parents/carers;
- publicise regularly across the parish and within the school
- As part of the TLG programme deliver one-to-one mentoring

### **School-based**

Being available to serve across the life of All Souls CE Primary helping to resource initiatives that strengthen the Christian ethos and celebrate the Christian identity of the school.

- in discussion with the Headteacher, establish an appropriate lunchtime presence e.g. providing one-to-one mentoring, running a regular open and inclusive activity;
- in discussion with the Headteacher and the Senior Minister (0-18), explore possible tie-ins between curriculum and that year's theme as a lead-up to the Easter Holiday Bible Club
- in discussion with the RE and Collective Worship Lead, be available to assist with preparation of key events and celebrations e.g. Christmas, Easter.
- in partnership with the Senior Minister (0-18), be in attendance at and occasionally lead Collective Worship (Tuesdays);
- regularly be in school and in the staff room to build relationships with teachers and staff;
- regularly be available in the playground after school to talk with parents.

### **Schools Hub**

Building on a combination of ongoing and stand-alone opportunities to serve and resource schools more widely across the city.

- begin to explore how we might helpfully serve other schools with which we have an existing relationship – as resources allow;
- in partnership with the Senior Minister (0-18), begin to develop and trial a parish visits programme which connects appropriately and creatively with national curriculum objectives.

### **Safeguarding**

Taking seriously our commitment to champion the well-being of vulnerable groups (children, young people and vulnerable adults) in all aspects of our lives.

- implementing the Diocese of London safeguarding policy and promoting, as far as you are able, its adoption across all schools activities taking place at 141 Cleveland Street;

- ensuring appropriate and requisite safeguarding records are kept, and updated when necessary;
- being the contact person for any concerns around the welfare of a child or vulnerable adult, who will follow procedure to address such a concern in timely fashion.

## **Personal and Professional Development**

- a. to participate in annual appraisal of your personal role and ministry in the organisation;
- b. to participate in personal and professional development opportunities as agreed during your appraisal;
- c. to participate in wider team development as recommended by the Senior Minister (0-18).

## **Application Process**

*Please note that it is an Occupational Requirement for the post holder to be a Christian as set out in the Employment Equality (Religion and Beliefs) regulations 2003 section 7.2*

If you wish to apply for this position please send the following 3 items:

- a statement explaining why the role is of interest to you
- a completed application form (downloadable from [www.allsouls.org/vacancies](http://www.allsouls.org/vacancies))
- a CV

These can be mailed to: Recruitment, All Souls' Church, 2 All Souls Place, London W1B 3DA or emailed to: [recruitment@allsouls.org](mailto:recruitment@allsouls.org)

## **Closing Date and Interviews**

Closing date: Thursday 4th July

First interviews: Week commencing 8th July

## **Start Date**

2nd Sept 2019

## **Travel Expenses**

The parish normally reimburses reasonable travel costs to and from interview within the UK.