

Job Description – Language School Lead – Ryan Chiu

Outline

The primary objective of this role is to lead and develop the Well Church Language School as an outreach project of the Well Church Loughborough. This is a voluntary role

Key areas of responsibility

- Organising volunteers
- Preparation and Set up
- Administration
- Language School integration

Job Description

You will be expected to oversee the following areas – through other volunteers as necessary

1. Organising volunteers

- Arranging teachers for each class and helpers as required
- Direct the Language School involvement of our church intern
- Plan and communicate dates of holidays and other activities
- Meeting with teachers and volunteers each term and as necessary for feedback and direction
- Ensure the volunteers have read the safeguarding policy and follow the guidelines in it. Note: children will remain the responsibility of their parent/carer throughout the session.
- Provide initial training for volunteers
- Maintain a gospel focus and gospel flavour to the language school

2. Preparation and Set Up

- Classrooms set up ready for class
- Refreshments are purchased and prepared for the coffee time
- Provide the students with necessary items – pens, folders etc.
- Provide the teachers with necessary items for each class – pens, cloths, holepunch etc.
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Any out of pocket expenses can be covered by the Language School budget. Larger items can be ordered from ESPO via the church administrator, Sarah@thewellchurch.org.

3. Administration

- Maintain the registers
- Maintain the database of students details and WhatsApp group
- Regular communication with students including notices, encouragement and online resources
- Maintain resources and Language School equipment
- Help set and maintain the Language School annual budget (Jan – Dec)
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All personal data will be managed and used in accordance with our privacy policy.

4. Integration of the Language school with other church projects

- Keep the language school students up to date with Well Church activities
- Keep the Well Church up to date with Language School – including posting on social media
- Connect with other similar projects in Loughborough eg. Friends International, Holywell church etc.
- You will participate in our twice termly “Team Leaders” gatherings

You will be responsible to the Lead Elder (Martin Bull), with whom you’ll meet to discuss targets, progress and other matters.

The church administrator is available to support you with room bookings, purchases and advice. Current working hours Monday, Wednesday, Thursday 9.15am to 2.45pm. Contact Sarah@thewellchurch.org