

Little Sparks Team Member- Job Description

Name:

Responsible to: Rebecca Allen

Date Updated: 15/01/25

Aims and Vision

- Grow and develop the spiritual lives of our preschool children
- Help and support the Little Sparks Team
- Support and encourage parents and families who have the primary responsibility for their children's spiritual development

Responsibilities

People

- Love the children and **enjoy** getting to know them
 - Familiarity is an important part of your role – and helps the sessions work better too
- **Leading or helping** with the Little Sparks sessions as required
 - Prepare activities as required in line with the week's topic
- Session leaders will maintain the boundaries and expectations of **behaviour**
- Parents should be informed if children need **toileting**
- Report back **progress** and **difficulties** to the team leaders
- **Pray regularly for the children and team members**

Practical

- Use **ChurchSuite** to check when you are serving and fill in unavailability as appropriate
- Arrange to **swap** if you become unavailable, notifying the leader
- Observe the **safeguarding** policy including reporting any observations to our Safeguarding coordinators as necessary. Little Sparks team leaders are always available for advice on this.

Expectations

- Arrive in time to help set up, discuss the session and pray together
 - Check that the room is safe for the children to use
- Be part of the termly Little Sparks team get togethers
- Keep in good relationship with church members and leadership
- Develop and grow your own relationship with Jesus

Good Practice

We want to look out for their social, emotional, spiritual and physical needs. A few, very practical guidelines to help on Sunday mornings:

- Treat the children with dignity and respect
- Listen to the children and their needs
- Avoid any behaviour that could even be perceived as abuse (emotional, physical, spiritual, sexual)
- Encourage the children – using words or 'high fives'
- Do use appropriate levels of physical contact:
 - Physical contact is appropriate when a child is upset or hurt
 - For example, a quick hug or carry on your hip if they are crying

- Encourage the child to settle on their own as soon as is appropriate. If they don't settle, then parental help should be sought
 - Physical contact should be initiated by the child
 - Avoid games or play with excessive levels of physical contact
- Encourage children to treat each other with respect and kindness

Church leadership will...

- pray for you and the children's work
- support you and be available to talk and help when required
- offer safeguarding advice
- help you access external training as required / available
- will support you with safeguarding training and monitor DBS registration