



## JOB DESCRIPTION:

### *SRE Teacher*

#### AIM

As an SRE Teacher, you aim to:

- Teach the Bible faithfully and truthfully to those in your class.
- Model the Christian life to the individuals in the class and school. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for each individual in your class.
- Be involved in the planning and implementing of the Scripture teaching program for all the years in the school.

#### RESPONSIBILITIES

You are directly responsible to \_\_\_\_\_ [e.g. Session and the Minister] and you are also responsible to the Principal of the School in which you teach.

#### YOU ARE RESPONSIBLE FOR:

- Using the approved curriculum to create a programme for the term, including activities, studies, social events, supper and who is responsible for organising it.
- Encouraging and praying for the members in your class.
- Welcoming and speaking to the parents of the students when you see them.
- Attending the appropriate school functions.
- Running the class for the designated period of time.
- Participating in and being involved with the school and its staff.
- Ensuring that there is no breach of trust towards the students or other leaders.

#### REQUIREMENTS FOR THE POSITION

You must:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check
- Complete the Breaking the Silence application for working with children and/or young people form.
- Complete Breaking the Silence basic training every 3 years and doing any top-up training required for children's and youth ministry roles.
- Sign a copy of this job description.
- Complete the SRE Teacher's Authorisation Form.
- Have a valid SRE Teacher's Authorisation card signed by your Minister or Session Clerk.

## JOB DESCRIPTION: *SRE Teacher* (CONT'D)

### ACTIONS

- If you are training up younger teachers/helpers by having them help you in the Scripture class, it is important to pastorally care for them. When delegating tasks to them, it is important to work alongside with them in the organising and implementing of the specific tasks.
- The issue of administering first aid needs to be addressed by leaders. There are certain things that cannot be administered, and in some schools, this includes bandaids. Leaders need to find out (from the principal or teacher) what they can administer to the children.
- You are part of the school and you are required to follow all policies and guidelines as the rest of the school staff. This also means that you must find out what the schools policies are for discipline, dealing with parents, using school equipment, such as the photocopier etc.

### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols.
- Do not allow yourself to be in any area alone with a student or person under your leadership. Always have other students or another teacher.
- If a student of the opposite sex comes to you for counselling, immediately take them to a school counsellor or teacher. NEVER counsel or talk through issues with a student of the opposite sex.
- If a student of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If you should need to speak to a student about their behaviour or participating or helping out in the class, ensure you do so in the vicinity of other people, never alone in a room.
- If a student has questions for you at the end of the class, ask another teacher or student to remain in the room while you talk to them.
- If a student wants you to take them to the bathroom, ensure that only a teacher of the same sex takes them. However, when taking them to the bathroom, do not go into the cubicle with the individual, remain outside. It would be very beneficial to ask other individuals if they need to go to the bathroom, and take several individuals at once. This will mean that you are not alone with one child. However, in most schools, the students, usually with a buddy of the same sex are allowed to go to the toilet by themselves (but confirm this with the school first).
- If a child is distressed and needs to be consoled, it is important that a person of the same sex does the consoling. Ensure that another teacher or student is with you at all times, and use your discretion when speaking and comforting the child. (Follow school policies)
- If a student discloses information to you regarding any kind of abuse or neglect, you must divulge this information to the school. Be careful not to reveal this confidential information to any other person.

I have read and understood this Job Description, and the Breaking the Silence Code of Conduct and Policy:

Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_