

Emmanuel Baptist Church

Parent & Toddlers Supervisor Job Description

Job Title:	Pebbles Parent & Toddlers Supervisor
Responsible to:	Children's Deacon
Responsible for:	Volunteers within the Parent and Toddler Group
Key Relationships:	Volunteers, Parents & Toddlers aged 5 and under, Elders & Deacons, The Garden Preschool, Designated Safeguarding Person

Job Purpose:

The Parent & Toddlers Supervisor main role is to oversee and supervise the effective operation of Emmanuel Baptist Church's Parent and Toddler Group.

Key Responsibilities

1. To ensure the safe, respectful and fun operation of the group.
2. To recruit and supervise volunteers to ensure the aims of the group are met.
3. Meet with the Children's Deacon on a regular basis to plan events that link with The Garden Preschool and families within EBC.
4. Set a positive example for others by living as an authentic witness of Christ through full involvement in the life and ministry of the EBC.

Specific Responsibilities

1. To ensure set up arrangements are completed before the session begins.
2. To welcome all visitors ensuring a comfortable and friendly environment, and that parents and children are registered and fees paid appropriately on arrival.
3. To encourage parents and volunteers to ensure children's needs are met.
4. To encourage new volunteers to come forward and to ensure their application forms are correctly processed in a timely fashion in liaison with the Children's Deacon.
5. To induct volunteers to ensure they are clear on their role.
6. To follow appropriate procedures where safeguarding concerns are highlighted.
7. To ensure any issues are dealt with in a respectful way.
8. To ensure the safe and age appropriate use of all toys and play resources.
9. To ensure the building is returned to its original state including:
 - a) things put away carefully and neatly/efficiently stored
 - b) areas returned to original layout, e.g. chairs, tables, play equipment returned
 - c) floors swept and carpets hoovered
10. To ensure appropriate regular cleaning of toys and equipment.
11. To attend training as required in order to ensure the Employee Specification is met.

Safeguarding Children and Vulnerable Adults

EBC recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and of appropriate vulnerable adults who participate in any baby and toddler group activities and expects all staff and volunteers to share this commitment.

Training required

Safeguarding of children	Risk assessment techniques	First Aid training
EBC fire alarm and evacuation procedures	Data protection basics	

Employee Specification: Emmanuel Baptist Church for Pebbles Parent & Toddler Group Supervisor

	Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • First Aid Certificate 		D
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge and practical understanding of child development and parenting • Knowledge and understanding of legislation and regulations relating to Parent and Toddler group setting 	E	D
Experience	<ul style="list-style-type: none"> • Experience of engaging with children • Experience of engaging with families • Experience of managing, supervision of staff/volunteers • Experience of working with individuals and facilitating groups 	E E	D D
Skills and Attributes	<ul style="list-style-type: none"> • Positive 'can do' attitude • Excellent interpersonal skills with children and adults • Warm and caring personality – friendly and approachable to families • Able to reflect upon, analyse and discern people and situations • Comfortable in handling responsibility and able to work on own initiative. • Ability to develop an effective volunteering team • Willingness to set an example by contributing to hands on duties • Desire to show God's love to families who attend 	E E E E E E E E	
Other	<ul style="list-style-type: none"> • Enhanced DBS check carried out at offer stage 	E	