



**Sutton Schoolswork
Schools Worker
Primary (with Secondary support)
Information Pack
May 2024**

To find out more about Sutton Schoolswork please visit

www.suttonschoolswork.co.uk

Thank you for your interest in this position. Please read the information enclosed in the pack.

To apply contact Petra Port for an application form via email Secretary@suttonschoolswork.co.uk or by calling 020 8644 2800. Please complete and send this application form alongside a covering letter detailing why you are suitable for the role (using the job specification as an outline).

Application deadline: Friday 10th May

Interview date:

Week commencing Monday 13th May

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Sutton Schoolswork

Post of primary schools' worker

May 2024

Are you a committed Christian with a passion for developing children's understanding of the Christian faith? Do you have training/experience of working with children in schools? We have an exciting opportunity to work within the primary schools in the London borough of Sutton. Are you interested in joining us?

We are looking for full time primary schools' worker to continue the development of primary schools' work within Sutton Schoolswork. The person in this role will work in partnership, and initially under the supervision of, the current part time primary worker. It is also intended that the roleholder will support the current full time secondary worker in delivering some of their work within secondary schools when appropriate.

The successful candidate will continue to develop Sutton Schoolswork's established and exciting primary work. This work aims to offer children in all the primary schools in the borough of Sutton the space to develop spiritually, morally and emotionally and to understand more about basic Christian teaching and beliefs. Sutton Schoolswork want to continue the development the primary schools work in line with our values below:

- **Partnering:** Developing good relationships and working alongside schools, churches, other organisations and the local community.
- **Professionalism:** All our work will reflect good practice and be conducted in a professional manner
- **Boldness:** We aim to take calculated risks to further the work of the Trust. We will present our work from a clear Christian perspective, with full respect for those with different or no faith.
- **Creativity:** We aim to deliver resources and activities in schools that engage children and young people and we seek to use creative approaches to aid learning and retention.
- **Commitment:** We are committed, on a long term basis, to each school in the borough.
- **Integrity:** In line with biblical values and Christian teaching.

The successful candidate will continue to develop this established work which aims to offer children in the 45 primary schools in Sutton the opportunity to explore spirituality and Christian teachings and beliefs in a way which is interesting, informative and relevant to today's society.

The post will involve leading RE days, iwonder spaces and special events. In this role, you will be expected to support teachers and students as well as working with a team of volunteers. You will also be expected to

support our part time assemblies worker if appropriate.

Salary £28,000 per year

Full time 38 hours

The appointment will be subject to an enhanced disclosure from the DBS, and, under the provisions of Part Schedule 9 of the Equality Act, there is a Genuine Occupational Requirement for the post holder to be a practising Christian. It is also expected that any applicant will already have the right to work within the UK.

For further details and application form please contact Petra Port:

Email: secretary@suttonschoolswork.co.uk

Tel: 020 8644 2800

Alternatively, visit the website: www.suttonschoolswork.co.uk

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Job Description

Main Purpose of the Role

This role is an exciting opportunity to grow the work that Sutton Schoolswork has already developed in primary schools in Sutton. The postholder will work in close co-operation with volunteers and with head teachers and teaching staff in the primary schools within Sutton in order to innovatively and creatively teach and model to pupils the basic teachings of the Christian faith and to support pupils in their moral, social and spiritual development.

Job Description

1. Religious education

- Plan, prepare and deliver RE days and lessons that support the teaching of the agreed syllabus
- Oversee and develop 'one off' events such as Easter/Christmas events and to support volunteers who are involved in these events

2. Discover Christmas/CSI Easter workshops

- Promote, book in, deliver and co-ordinate with our team of volunteers to lead Discover Christmas and CSI Easter, our new workshops for Year 2.

3. Spiritual development

- To work with a team of volunteers to plan, prepare and deliver prayer/reflection spaces in schools.
- To develop new and innovative ideas to support pupils' spiritual development
- Oversee volunteers who are part of the prayer/reflection space teams. Provide resources, support, advise and train as necessary

4. Other duties

- To meet weekly with other Sutton Schools workers to discuss matters arising and pray together
- To meet regularly with your line manager and pastoral worker and to work under their general supervision
- To foster and maintain links with others doing similar work within the borough and in places close by
- To be involved in the recruitment and co-ordination of any persons volunteering within SSW's primary schools' work
- To support the full-time secondary worker in their delivery to secondary schools as and when appropriate
- To work with the other Schools workers and Director to keep local churches informed of the work through church visits, Thanksgiving services, prayer meetings and a regular newsletter
- To undertake any other duties or responsibilities that may be reasonably requested by the management committee in accordance with the memorandum and articles of association of the Sutton Schools Christian Workers Trust

Current Secondary work

At present the Secondary work is coordinated and delivered by a full time roleholder, who combines it with their role as the Director of the charity. The intention is that this arrangement would continue, and where capacity of the primary work allows, and there is demand within the secondary work, then the new roleholder will support that.

SSW currently works closely within 4 schools on a weekly basis, delivering Christian Unions and lessons. We also work occasionally throughout the year with another 4, and we are always seeking to broaden and deepen our involvement with all 15 schools. The new roleholder will be expected to be in a position to lead, on occasion, a class or smaller group of secondary students.

Person Specification

Experience and qualifications	
Experience and/or understanding of Christian work with children in a school environment	Essential

Experience of leading teams of volunteers	Desirable
Qualified Teacher Status (primary) or equivalent qualification	Desirable
Experience of writing material for children	Desirable
Skills and Knowledge	
Ability to communicate with children	Essential
Organisational and time management skills	Essential
Ability to create own material or adapt existing materials	Essential
A creative thinker	Desirable
Holder of a current (full) Full Driving Licence and have use of own car	Essential
The ability to use technology and online resources	Essential
Personal Qualities	
Able to work independently as well as in a team	Essential
Able to relate well to people (good networking skills)	Essential
Shares the vision and values of Sutton Schoolswork	Essential
Highly motivated and able to work on own initiative	Essential
Committed to quality of delivery	Essential
Committed Christian	Essential
Part of a local church either now or once in post	Essential



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Conditions of Employment

1. Appointment

Your appointment as a primary schools worker, with the capacity to support SSW's engagement within Secondary schools, and will be a full time role.

2. Start Date

1st September 2024

3. Duties

Your duties will be as described in the job description for this post.

3. Salary

Your salary will be £28,000 per year to be paid monthly, in arrears, directly into your bank account.

4. Hours Of Work

Your normal working week will be 38 hours a week, normally worked on a 5 day basis. From time to time it may be necessary to include evenings and weekend work. You are expected to take at least one 24 hour period off during each week.

5. Holidays

You will be entitled to twenty five days paid holiday per year (pro rata if part time), excluding bank holidays. If you need to work on a bank holiday you will be given another day as holiday in lieu. Holidays will normally be taken during school holidays and used in the school year in which they are earned. Holiday dates will be negotiated in advance with the director. In addition, each worker is given one reading week per year (to be taken in the schools' summer break), and a study day per term.

6. Sick Pay

After your first six months of employment with Sutton Schoolswork you will receive full pay for up to four weeks of sickness, followed by up to four weeks at half pay. The Trustees retain the discretion to extend the entitlement depending on individual circumstances.

7. Pension

The Trust does not operate a pension scheme. However, the Trust will pay each month an amount equivalent to 6% of salary to an approved Personal Pension scheme.

8. Termination By Notice

The appointment may be terminated by either party giving two working months' notice in writing.

9. Grievance And Disciplinary Procedure

If you have any grievance relating to your employment you should, in the first instance, raise this with the schoolwork director. If the schoolwork director is unable to resolve the matter satisfactorily, you may state your grievance to the chair of the Trust. If the matter is still not resolved satisfactorily then you may state your grievance in writing to the Trustees. The Trustees' decision in any disciplinary matter is final.

10. Statement Of Beliefs

As a condition of employment you will need to signify your acceptance of the Trust's Statement of Beliefs annually.

11. DBS Check

This post is covered under the 'disclosure of criminal backgrounds of those with access to children' provisions and therefore it will be subject to an enhanced DBS check.

Summary of current primary schools' work

Below, the current primary schools' worker explains some of what is involved in the current work she is involved in.

RE days

SSW aim to plan RE days for every year group that links with the religious education agreed syllabus in Sutton. Although the main focus is developed from an RE study unit, the topic is **cross curricular** and therefore meets time allocation for other subjects. SSW RE days meet the requirements for AT1 (learning about religion) and AT2 (learning from religion).

The RE days we currently run are:

- Should we look after the world?
- A Disciples Diary- Peter's Story
- What's in the bible anyway?
- Why do Christians pray?
- How does faith help Christians when they suffer?
- Faith in action
- What does it feel like to belong?



iwonder spaces

iwonder spaces help to create time for personal reflection & spiritual development. SSW transforms a room, set aside by the school, into a space that provides the children with a place to pause, to wonder & to ask big questions about life, meaning & relationships.





We currently offer 4 iwonder spaces:

- iwonder...what makes me?
- iwonder...how I feel when...?
- iwonder...how I should treat other people?
- iwonder...how we can be a light in the world?

Discover Christmas

This 90 minute workshop is aimed at year 2 children. It includes a re-telling of the nativity story acted out through drama and also an interactive in-class workshop that gives the children opportunities to reflect on the meaning of Christmas.



Easter Experience

This 90 minute event takes place in 3 church venues across the borough for year 4 children. The first 60 minutes are an interactive performance of the events of Holy Week performed by a large volunteer cast. At the end the pupils are invited to ask questions to the different characters about the events they witnessed.

CSI: Easter

Year 2 or 3 children become detectives to try and figure out the key question of why Jesus' body was no longer in the tomb on Easter Sunday morning. This is a 60 minute interactive workshop that uses storytelling, video evidence and activities like codebreaking, searching the 'crime scene' for clues and comparing fingerprints to help the children discover what it is that Christians believe happened on Holy Week and Easter Sunday but also gives them a chance to investigate what they think might have happened to Jesus' body.



Transit

Each year we run a workshop called Transit for year 6 pupils helping them to explore the transition that they will make to secondary school.



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Sutton Schoolwork Statement of Beliefs: Based on the Evangelical Alliance Basis of Faith 2005

1. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.

9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.



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Sutton Schoolswork Equal Opportunities Statement:

1. Sutton Schoolswork is a Christian organisation committed to presenting Christian beliefs in a way that is relevant and interesting to young people in the schools of the London Borough of Sutton. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from Sutton Schoolswork will be treated less favourably than any other person on any grounds.
2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.
3. As an organisation seeking to deliver services within a Christian context, posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented in accordance with Employment and Race Directives issued by the government and ACAS guidance.
4. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the church/organisation undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.
5. A Disclosure is only requested if relevant for the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent separately and in confidence to the Recruiter within the organisation and we guarantee that this information will only be seen by those who need to, as part of the recruitment process.
7. Unless the nature of the position allows questioning about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
10. Every person under-going a DBS check will be made aware of the DBS Code of Practice and a copy will be available on request.
11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.