



2023 EDITION

# BREAKING THE SILENCE

## JOB DESCRIPTION

### SRE Helper

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#### AIM

##### AS AN SRE HELPER, YOU AIM TO:

- Assist with learning outcomes.
- 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 everyone in your class.
- Be involved in the planning and implementing of SRE at the school.
- Assist with classroom management

#### RESPONSIBILITIES

##### YOU ARE DIRECTLY RESPONSIBLE TO:

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*e.g. SRE Coordinator, Session, and the School Principal*

##### YOU ARE RESPONSIBLE TO:

- Assist the SRE teacher (you must be accompanied by an SRE Teacher in class).
- Interact with students in an age appropriate and sensitive manner.
- Encourage and pray for the students in your class.
- Run the class for the designated period of time..

#### REQUIREMENTS FOR THIS POSITION

##### TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and have it verified by the CPU.
- Complete the [WWCC Registration Form for Leaders](#) and [BTS Application for Working with Children or Young People form](#).
- Complete [Breaking the Silence Foundations Training](#) every 3 years and complete [Read and Review Training](#) each year.
- Sign a copy of this job description, indicating your agreement to the [Code of Conduct](#).
- Fulfil all SRE training requirements as set out by [PYNSW](#).
- Complete the [SRE Teacher Authorisation form](#) and [SRE/SEE Teacherr Declaration \(Criminal Proceeding\) form](#).



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- Carry your valid SRE Teacher Authorisation card signed by your minister or Session clerk when at school.
- Wear your official name badge when at school.

### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All children and others under your leadership, regardless of age, are covered by these protocols.
- Ensure you receive a site induction and are made familiar with the procedures and operations of the school e.g. evacuation and lockdown, confidentiality, discipline, parent interactions, use of school equipment, toileting.
- Any communication or extra resource that an SRE teacher would like to send home must be shown to the SRE Coordinator and School Principal for Approval.
- Do not allow yourself to be in any area alone with a child. Always have other students or another teacher with you.
- If a student has questions for you at the end of the class, ask another teacher or student to remain in the room, or talk to them in full view of other people.
- If a student is distressed or has come to you for counselling, follow the school's protocols.
- If a child discloses information to you regarding any kind of abuse or neglect, or you suspect that they are at risk of harm, you must:

**A:** Report to the **School Principal** (immediately after teaching) and

**B:** Report to the **Conduct Protocol Unit** (CPU). This can be done directly or through the authorising church, by notifying the Minister or Session Clerk, who will report to the CPU.

### AGREEMENT

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

Name:

Signature:

Date: