



## Team Leader and Deputy Role Description

Bringing the Bible to life for every child in every primary school

### What's a Team Leader?

Storytellers work in teams of between 4 and 12 people and are made up of Christians from a local church or churches working together. The Team Leader role is the primary contact person for this team who is willing to be a Storyteller but who is also willing to take responsibility for the team's activities. An Open the Book (OtB) Team Leader is responsible for overseeing important details that relate to the team, liaising with the school, ensuring everyone understands their responsibility in respect of safeguarding, whilst working with the local church or churches together to ensure team members are safely recruited. (We provide guidance with the OtB policy and FAQs). The team leader is also responsible for ensuring the team details are up to date and information eg news and updates are shared with the team.

### What's a Deputy Team Leader?

The Deputy Team Leader supports the Team Leader and take responsibility in their absence but, ideally, should not be from the same household so someone is always available to support the team.

### What will I be doing?

While each member of the team can take turns to lead the school assemblies and organise roles and props, the Team Leader does have extra responsibility for the team. This includes the following:

- Help to recruit new Storytellers for your team(s) while adhering to 'safer recruitment' of church volunteers with your church leader
- Meeting together with other Storytellers to arrange practice times and the sharing of responsibilities e.g. narrating, acting, dressing up, supporting children with the presentation of the Bible Storytelling, making props, costumes, praying, helping with rotas or organising story presentations
- Meeting the local school's Head Teacher to arrange going into the school regularly
- Liaising with your key school contact for suitable days to go into the school
- Getting involved in the team using your gifts and talents to deliver Bible Stories in collective worship/assemblies using ideas from OtB
- Liaising with the team for available volunteers for planning and practice
- Connecting with a local trainer to have existing training when possible
- Encouraging your team members to log in and be familiar with the site and it's resources available
- Ensuring each team member has a copy of the relevant Storybooks and Handbooks or helping them to order their own online

- Registering the team with the OtB office and collecting contact information for each team member
- Keeping the OtB office up to date with any team changes regarding address and contact information using the Team Changes form
- Informing us if you want to go into another school using the Team Registration form.

### Safeguarding

- Each church is responsible for safely recruiting their own Storytellers (who are eligible for an 'Enhanced DBS (without a check of the barred list)', so as Team Leader you and your team need to be appointed and approved by your church leadership
- Receiving Safeguarding information from the OtB office and ensuring each team member has a copy and adheres to its contents (you can now order pocket-size guides for Safeguarding concerns from the office)
- Informing the relevant Safeguarding person of any incidents, child complaints, or safeguarding issues
- Informing the team who the Church/Denominational Safeguarding officer is
- Knowing and sharing with the team who the Designated Safeguarding Lead (DSL) in England and Designated Senior Person (DSP) in Wales is for the School.

### How much time is involved?

You'll spend time – maybe up to an hour total (ideally weekly or fortnightly) – meeting with the team to plan, prepare and present Bible stories to your local primary school. Where you can, you should attend area and/or regional get-togethers and training.

### Will I have support?

- There's help from your local Trainer, Area Co-ordinator, County Co-ordinator (where available) and OtB and Bible Society staff based in Swindon. If you need our help, advice or support please contact us by phone or email.
- There will also be plenty of people praying for you!

### How do I get started?

- Our website has lots of information and advice to help you and your church get involved. Go to the OtB website to the Volunteers tab and follow the steps under 'What you need to do'. [openthebook.net/volunteers](https://openthebook.net/volunteers)
- Our team are happy to answer any question you may have. Email [enquiries@openthebook.net](mailto:enquiries@openthebook.net) or telephone 01793 418355 for further details.