



## Job Description and Information

<b>Job Title:</b>	Schools Worker
<b>Reporting to:</b>	Team Leader
<b>Working closely with:</b>	Team Leader / Schools Work Team
<b>Hours:</b>	Up to 30 hours (Ideally 8.30am - 3pm, 30 mins lunch) term time only. These hours can be discussed, subject to the timings needed to deliver our sessions.
<b>Salary:</b>	£15,511pa for 30 hours. This is 80% of a full week. We operate a scale that increases from £19,389pa to £23,159pa for a full 37.5 hours week. The figure of £15,511 is 80% of the bottom number on this scale. If a candidate has extensive schools work experience, there is a possibility of starting part way up the scale, but with lower hours. There is also an employer contribution of 9% to a pension after a 3 month probationary period.

### Who we are:

Bridgebuilder is a Christian Schools Work Trust that has been supporting schools in Milton Keynes for over 25 years. We provide engaging schools work, which seeks to help children and young people to consider their beliefs, explore Christianity and make positive life choices. Our staff work from an office in Bletchley and currently help support 113 schools in and around Milton Keynes. Our main focus in schools is values-based assemblies, which is complemented by RE lessons, projects, workshops and prayer/reflective spaces. Working closely with schools, we seek to help them provide Spiritual, Moral, Social and Cultural development of pupils as well as explaining Christianity and its values. We aim to build bridges between schools and churches in Milton Keynes by equipping and resourcing churches to connect with their local schools.

### About this role:

This role is key in maintaining excellent relationships with schools in Milton Keynes through delivering exciting and inspiring assemblies. There will also be opportunities to develop new links with schools we don't yet support. We are looking for a dynamic and enthusiastic individual with engaging communication skills who is personable and relational. The new Schools Worker needs to be experienced in delivering material to children or young people, and have an understanding and sensitivity when explaining the Christian faith in an appropriate way in a school setting. The Schools Worker should be comfortable with presenting assemblies in both primary and secondary schools. There is also an occupational requirement for the post holder to be a committed Christian.

### Main responsibilities and tasks:

#### Assemblies / Collective Worship

- Create and develop assembly material with the schools work team
- Prepare and create resources for assembly presentations
- Deliver exciting and engaging values based assemblies including a time of application and reflection
- Evaluate material with schools work team

#### RE lessons / workshops / projects

- Prepare lesson / workshop / project material with the schools work team in line with school curriculum
- Prepare appropriately varied content according to different learning styles and needs of the class
- Ensure the material is educational and informative, not evangelistic
- Deliver the material in an exciting, engaging, appropriate and sensitive manner

#### Communicating with schools

- Develop and maintain good relationships with all staff: Head Teachers / SLT / RE Co-ordinators / Teachers etc.
- Make and keep diary bookings
- Promote Bridgebuilder projects, request feedback, ask for donations when appropriate

#### **Assisting with the oversight of Voluntary Schools Workers / Volunteer Helpers in Schools**

- Ensure any new school volunteers are processed by the trustee responsible for volunteers
- Ensure volunteers deliver in line with Bridgebuilder vision and aims and behave appropriately at all times

#### **Safeguarding**

- Use ability and knowledge, supported by up-to-date training, to exercise and promote best practice to protect children and young people from physical, sexual and emotional abuse and report any suspected and / or discovered abuse
- Work with the designated trustee and office manager to ensure that volunteers working with children and young people are supported, resourced and trained in line with DBS practice to provide appropriate supervision and to recognise mutual accountability

#### **Working with churches**

- Develop and maintain good relationships, including occasional presentations at church services or events
- Build church / school links

#### **Networking with other agencies**

- Be aware of and make use of training and network opportunities
- Promote the good name of Bridgebuilder among other agencies
- Use knowledge and experience to support / advise other agencies