



## Encounter Christianity

We are looking for a self-motivated and highly organised person with excellent interpersonal and communication skills to assist us in the classroom and with preparing high quality resources to use in schools. If you want to be part of communicating the good news of Jesus to children and young people, then join us at Encounter Christianity as we go into schools across the greater Bristol region.

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Classroom and Resourcing Assistant
<b>CONTRACT TYPE:</b>	Fixed term - 5 months: 24 February – 22 July 2026
<b>WORKING PATTERN:</b>	Part-time (2 days per week; term time only) Working days Tuesday, Wednesday or Thursday TBC with successful applicant.
<b>SALARY:</b>	£7, 935 pa (£26, 403 pro rata)
<b>LOCATION:</b>	Offices currently based at Redland Parish Church Halls, BS6 7HE and, when required, relevant schools in Bristol and South Glos.
<b>ACCOUNTABLE TO:</b>	Encounter Christianity Trustees and Charity Director.
<b>KEY RELATIONSHIPS:</b>	Encounter Christianity staff team and trustees. Local Primary and Secondary Schools, including: pupils, RE co-ordinators, class teachers, support staff and other school staff. Local churches and a wide range of voluntary stakeholders.
<b>BACKGROUND:</b>	Encounter Christianity is a charity which launched in January 2021, but the team were previously known as Redland Education Centre. We have had over 10 years' experience of planning, resourcing and delivering high quality, dynamic Christian RE sessions in schools across Bristol. Our aim is to bring the Christian faith to life in the classroom, and we are well-respected and esteemed by Senior staff and teachers across Bristol and South Gloucestershire. We are consistently fully booked. Last year, we taught nearly 8,000 children about the Christian faith.

For further questions or to discuss the role, please contact the Charity Director at: [sharon@encounterchristianity.co.uk](mailto:sharon@encounterchristianity.co.uk).

The closing date for applications is **Friday 6 February 2026**. Interviews will take place on **Tuesday 10 February 2026**.

*There is a genuine occupational requirement for the post-holder to be a committed Christian.*

## MAIN DUTIES AND RESPONSIBILITIES:

- Supporting the delivery of Christian RE sessions in schools (including but not limited to managing resources, working with small groups, IT support and delivering parts of the lesson as agreed with the team)
- Creating resources for school sessions as required by the team (including but not limited to printing, cutting, laminating, organising physical resources and helping to create digital resources)

### Quality and Standards

- Excellent interpersonal and communication skills.
- Excellent organisational skills.
- Highly motivated.
- Strong sense of initiative.

### Accountability and Reporting

- Accountable to the Charity Director and reporting to them as line manager.
- Attending team meetings.

### Professional Responsibilities

- Being punctual and professional whether in schools or in the office.
- Developing positive working relationships.

*The list of the main duties and responsibilities of your post above is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

## PERSON SPECIFICATION: CLASSROOM & RESOURCING ASSISTANT

ESSENTIAL	EDUCATION	EDUCATION	EDUCATION
	DESIRABLE	SKILLS / APTITUDES	SKILLS / APTITUDES
	<p>• 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English</p>	<p>• RE GCSE at grade 9 to 4 (A* to C)</p> <p>• Study of Theology (formal or informal)</p>	<p>Application &amp; pre-employment check</p>
	<p>SKILLS / APTITUDES</p> <ul style="list-style-type: none"> <li>• High level verbal and written communication skills</li> <li>• Good I.T. skills (MS Office and online applications)</li> <li>• Excellent organisational skills</li> <li>• Demonstrable ability to contribute to a wider team</li> <li>• Demonstrable ability to follow through on a list of tasks and show initiative</li> </ul>	<p>SKILLS / APTITUDES</p> <ul style="list-style-type: none"> <li>• Able to produce high quality resources from a design perspective</li> <li>• Creative and artistic abilities</li> <li>• Highly desirable to have a full UK driving licence and access to a car</li> </ul>	<p>SKILLS / APTITUDES</p> <p>Application &amp; interview</p>
	<p>KNOWLEDGE / EXPERIENCE</p> <ul style="list-style-type: none"> <li>• Experience of working or volunteering with children or young people</li> <li>• Experience of working independently to targets</li> <li>• Clear understanding of the charity's aims in its work</li> </ul>	<p>KNOWLEDGE / EXPERIENCE</p> <ul style="list-style-type: none"> <li>• Knowledge of the national curriculum at all Key Stages</li> <li>• Experience as a Teaching Assistant in the classroom</li> </ul>	<p>KNOWLEDGE / EXPERIENCE</p> <p>Application &amp; interview</p>
	<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> <li>• A proven ability to develop and sustain good working relationships</li> <li>• A 'genuine occupational requirement' to be a committed Christian</li> <li>• Full DBS clearance for successful candidate</li> <li>• Flexibility with time required as some days you will need to be in school before the usual 9am start time expected on an office day</li> </ul>	<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> <li>• Ability to network with potential stakeholders (church leaders, individuals, volunteers etc) to further the aims of the charity</li> <li>• Willingness to share about personal faith experiences in schools (in line with the charity's educational ethos)</li> </ul>	<p>PERSONAL ATTRIBUTES</p> <p>Application &amp; interview &amp; pre-employment check</p>

## **GENERAL CONDITIONS:**

### **Equal Opportunities**

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, and other persons with whom we deal are treated fairly and are not subjected to discrimination. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of Encounter Christianity and as professionals.

### **Health and Safety Responsibilities**

Encounter Christianity take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy. The successful applicant will be subject to a DBS check.

### **Confidentiality**

Staff must not pass on to unauthorised persons, or use for their own purposes, any information obtained in the course of their duties without the permission of the data manager.

## **TERMS OF EMPLOYMENT:**

**Salary:** £7, 935 pa (£26, 403 pro rata)

**Hours of Duty:** 2 x 6.5 hours per day; exact days to be confirmed with the successful candidate (charity operates Tuesday-Thursday in term time); hours usually worked between 9 am and 4.30 pm, but at times you may be required to start work earlier due to a school booking and will subsequently finish earlier.

**Annual Leave:** School holidays only

**Contract:** Fixed term - 5 months: 24 February – 22 July 2026