



## Red Balloon – Norwich

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Head of Centre: Mark Anderson

Registered Charity No. 1110792 Company Ltd by  
Guarantee No. 566446

## Job Description and Person Specification

|                |                                                                                              |
|----------------|----------------------------------------------------------------------------------------------|
| Job Title      | Trainee Teacher – Functional Skills/Personal Development                                     |
| Salary/Hours   | Salary: £29,750<br><br>This post is full-time and contract is based on 52 weeks of the year. |
| Responsible to | Teaching and Learning Lead (SLT)                                                             |

| Role and Context |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Job Purpose      | <p>The purpose of the role is:</p> <ul style="list-style-type: none"><li>- to teach a wide range of subjects to a group of students <b>at both the Red Balloon Norwich Drayton and Aviation Academy Annex.</b></li><li>- to participate fully in the social community of Red Balloon – Norwich in order to support students who cannot access mainstream education as a result of severe anxiety, trauma and/or learning difficulties identified.</li></ul> |

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| <b>Context</b>               | <p>The aim of the Red Balloon Learner Centre is:</p> <ul style="list-style-type: none"> <li>- To provide a nurturing and supportive learning environment for students with an Education, Health and Care Plan who have suffered severe anxiety and significant trauma to the extent they are unable to access mainstream education.</li> <li>- To offer a tailored blend of academic, vocational and wellbeing intervention to ensure each student can attend school regularly, access a full time education and make a positive career transition Post 16 once they leave Red Balloon Norwich.</li> </ul> <p>Our caring team strives to enhance students' self-esteem, encouraging them to make key decisions and gradually taking control of their own learning. It is important that the jobholder concurs with this aim.</p> |
| <b>Safeguarding</b>          | <p>Safeguarding young people is the responsibility of everyone who works at Red Balloon Norwich. The post holder must agree to implement our practice in this area. The person appointed will be subject to a DBS check.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Dimensions</b>            | <p>Red Balloon Norwich offers places to a maximum of 30 students within the centre and up to 10 students online. All students have an EHCP in place to support their learning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Relationships</b>         | <p>Works closely with the Head of Centre, is part of the staff team, is a participating member of the Red Balloon community, and develops a good relationship with parents/carers and Trustees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Other Job Information</b> | <p>Red Balloon and the Trustees will be accountable for all working arrangements and welfare provision.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Principal Accountabilities

### 1) As a member of the teaching team:

- a. To help design and implement learning programmes through negotiation with individual students across both in KS3 and KS4.
- b. To recognise, track and monitor progress of learning and report back to SLT.
- c. To set up and maintain records of academic and social achievement for each student;
- d. To advise and consult with the Deputy Head of Centre and Teaching and Learning Lead regularly, discussing any concerns that arise and acting on any agreed decisions;
- e. To actively engage with in-service CPD;
- f. To apply the teacher standards to approach, delivery, planning and preparation.
- g. To understand the importance of health and safety and meeting both ISI (Independent Schools Inspectorate) and the Independent School Standards.

### 2) As a member of staff:

- a. To abide by and support the philosophy of Red Balloon;
- b. To cooperate with the other staff in the running of the Centre as an active member of the team including breaks and lunchtimes;
- c. To attend staff meetings and INSET when possible;
- d. To give feedback to parents/carers and write achievement records for students as required, and attend parents'/carers' consultations;
- e. To ensure the RBN Safeguarding Policy is upheld and issues reported on MyConcern;
- f. To identify your personal and professional development needs.

## Personal Specification

|                | Essential                                                                                                                                                                                                                                  | Desirable                                                                                                                                                                                                             |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications | Undergraduate degree level or higher/Certificate in Education Level 5/Level 3/A Level equivalent                                                                                                                                           | <p>Qualified Teacher Status (or willingness to work towards PGCE Teaching Apprenticeship/QTLS/Level 5 Special Educational Needs (SEN) Teaching Assistant</p> <p>Evidence of wider CPD within an education setting</p> |
| Experience     | <p>Teaching/tutoring to vulnerable young people in KS3 and KS4 up to level 2/GCSE in a specialist subject</p> <p>Monitoring and recording students' progress</p> <p>Supporting young people with their personal and social development</p> | <p>Experience of long-term curriculum planning</p> <p>Work within an SEMH setting with young people with and EHCP</p>                                                                                                 |

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| Skills and Knowledge | <p>Good understanding of the requirements of delivering the core curriculum (Maths, English and Science) and possess a vocational specialism</p> <p>Ability to empathise and communicate effectively with young people</p> <p>Knowledge of the SEND Code of Practice</p> <p>Good ICT skills</p> <p>Willingness to be involved in cross-curricular activities and clubs</p> | <p>Good understanding of how to use technology to enhance teaching and learning</p> <p>Academic mentoring skills</p> |
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### General Information

- **Red Balloon is a registered charity providing education for boys and girls and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosing and Barring Service.**
- The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Specific tasks, goals and performance criteria will be agreed through the Performance Management scheme. .All work performed/duties undertaken must be carried out in accordance with relevant Red Balloon philosophy, policies and procedures, within legislation, and with regard to the needs of students, staff and parents/carers.