

Job Description

Job Title: Teacher in Charge of a Subject

Reports to: Head of Education and Admissions

Role overview

The Teacher in Charge is the curriculum manager who shares, with the Head of Education and Admissions, the responsibility for delivering to the students the curriculum within a designated subject area, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the provision. The Teacher in Charge will be responsible for developing the quality of teaching in their areas of responsibility. A Teacher in Charge is responsible for resource allocation, be it for individuals or developing groups.

As a teacher, the post holder will teach small groups of students online while working alongside other staff to establish and maintain a positive working relationship with a core group of students, their families, and other professionals supporting them.

Responsibilities

As Teacher in Charge

- Ensure appropriate qualification routes are provided to meet the educational needs of students;
- Manage day to day requirements such as examination entry, ensuring accurate records are kept for their subject.
- Hold responsibility for developing student curriculums, and ensuring student groups are allocated accordingly;
- Identify future resourcing needs and aspirations for the development of the subject;
- Communicate and collaborate with colleagues across the organisation to ensure students receive high-quality support and input to facilitate individual progression;
- Assist in the recruitment of new teachers if required;
- Submit attendance records and any other required documentation in a timely manner, in accordance with our statutory requirements as an educational provision;

As a Red Balloon Employee

- Communicate and collaborate with colleagues across the organisation to ensure students receive high-quality support and input to facilitate individual progression.
- Be committed to safeguarding and promoting the welfare of young people and commit to its policies and philosophy.
- Ensure all work performed/ duties undertaken must be carried out in accordance with Red Balloon philosophy, and government legislation.
- Be flexible in role duties, and carry out any other duties commensurate with the position that falls within the general scope of the job, as requested by RBAir.

Person Specification	
Qualifications and Experience	
• Qualified to a degree level in their specialist subject	Essential
• Qualified Teacher Status or relevant industry experience	Essential
• Experience of working with Anxious and SEND young people	Essential
• Excellent IT skills and ability to deliver online and face to face lessons	Desirable

Attributes and personal qualities
<ul style="list-style-type: none"> • exceptional written and spoken communication skills • ability to maintain personal and professional boundaries; • suitable to work with young people, to include an enhanced DBS check; • excellent attention to detail; • an understanding of adolescent development, dealing with trauma, bullying and its effects is desirable; • good time management and organisation; • flexible and adaptable; • self-starter and team player; • an excellent listener; • empathetic, patient and compassionate; • open-minded and non-judgmental; • approachable, with a positive attitude.

Red Balloon of the Air staff commitment

- safeguard and promote the welfare of students;
- abide by the philosophy and practice of Red Balloon;
- foster good working relationships with colleagues across Red Balloon of the Air and the wider Red Balloon organisation;
- attend staff meetings and in-service training (INSET);
- provide feedback to colleagues, commissioners and parents/carers as required;
- undertake professional development.

Role performance indicators

- positive, collaborative and responsive working relationships with colleagues, parents, commissioners and other stakeholders both within and outside RBAir;
- 360 feedback from managers and colleagues;
- delivery of efficient working practices;
- ability to meet internal and external deadlines.