

Red Balloon Worthing

Candidate Pack



Welcome to Red Balloon Worthing

A very warm welcome to Red Balloon Worthing.

We are a new Centre established to provide places for young people, aged between 11 and 18, who are living in West Sussex and Brighton and Hove. Our Centre is situated minutes from the beach in a quiet residential road and East Worthing train station is close by.

Our aim is to provide a safe and supportive environment for all our learners - many of whom have had negative experiences of education and are reluctant to attend school. We want our students to re-engage with their educational journey, feel motivated to come to the Centre and develop a lifelong love of learning.

At Red Balloon Worthing, the team will work closely with our young people to negotiate a personalised curriculum to match their specific needs. Alongside this, we offer a holistic and nurturing approach with a clear focus on student well-being. Our goal is to help young people build their confidence, resilience and self-belief through community activities, therapeutic input and by developing skills for living.

We pride ourselves in supporting young people to follow their passions and prepare themselves for the next stage of their life journey – whether that is returning to mainstream school, attending further education or undertaking apprenticeships. Red Balloon is a very special place to work and I feel privileged to belong to such a friendly and caring community.



Kim Anderson
Head of Centre

Wellbeing

Psychological and emotional support to help students overcome their challenges

Mental health and emotional well-being are essential to being a happy and healthy individual, not only important in their own right they also form the foundations to enable us to thrive and to succeed.

Throughout their time with us our students are able to have counselling or therapy as part of their timetable, to help them with the problems they have been facing and support them in developing resilience against any issues they may face in the future.

Education

Individualised timetables to help students re-engage with learning

We know education is not just about exams, and it's not one-size-fits-all. We work under a negotiated curriculum, where the student has a say in what they want to learn, so we find an approach that enables them to learn successfully and feel motivated to attend.

Our students come to us at various levels of ability, and we support them to get back on track and level with their peers, so they feel confident and capable when their time with us comes to an end.

Community

Supporting learners to re-engage with their peers

Our Centres are small and focused on making students feel part of the family. Our students have often had similar experiences so there's an innate level of understanding and acceptance already, and our inclusive atmosphere makes sure everyone feels valued. We seek to engage students in communities that are both supportive and demanding, so they understand both the value and realities of communities we experience throughout life.

We believe it's important that students belong to the community and that they accept responsibility for their contribution to that community and for upholding the rights of the other community members.

Who are our staff ?

Our staff members are committed, patient, resilient, empathic, reliable and reflective.

Our staff deliver quality teaching, therapeutic services and support for our students. They hold their colleagues in high regard, displaying the highest level of professionalism. With honesty and care, our staff collectively support students on an individual basis to achieve their goals. We make every day matter and every student count.

We're passionate and committed to the development, wellbeing, and education of our students.

Our young people are ambitious, positive, aware, compassionate and inquisitive, but chances are they have not had a good experience with the education or mental health system. We help them feel safe, gain the confidence to explore and share their ideas, and take ownership of their own negotiated learning at their own pace.

With unconditional positive regard, our students will tread the steps of success and become lifelong learners. They do their best to value every lesson and every day, respect themselves, each other and their community, be polite, prepared and to demonstrate a sense of pride.

Our teams support our students to grow as individuals, restore their confidence, develop resilience, and build the skills they need to successfully handle returning to education, work, or further training.

Testimonials From Staff



"I love how much autonomy I have to tailor my lessons to the students' needs, and to teach in the way that works best for me and my students. I always feel supported, appreciated and respected in the work that I do, and I love that I've been able to change and shift the hours I work to go around other commitments. This is definitely the job I've had that has been kindest to my mental health!"

- Anjali, Teacher

"This is the first and only teaching job I've had where I could imagine a project to build and operate a weather station would morph (through a discussion about what other environmental conditions we could measure) into building an internet-connected Gieger counter from scratch. The bread and butter is still GCSEs and other formal qualifications, but I've had opportunities to 'play' constructively when teaching students which have simply not existed at any other school where I have worked."



**- David,
Science and Business Studies Teacher**

What can we offer you?

The chance to become a valued and supported member of a team making a difference to young people's lives

Going home at the end of the day knowing you've made a difference is a lovely feeling - and so is knowing that your employer is looking after your best interests. We want our staff to be happy and fulfilled in their role with us, with the support and opportunities they need, and so we offer:

- Support for your professional development and the opportunity to continue to develop your skills.
- Recognition of the importance of your work-life balance, and support to help you maintain it.
- Support for your emotional wellbeing.
- Commitment to an inclusive working environment.
- A real opportunity to work in partnership with colleagues across the Trust.
- Excellent relationships and loyalty with pupils, parents, carers, volunteers and the wider community.
- Central shared services to take some of the strain from frontline roles (HR, Finance, Fundraising, Marketing and IT).

Benefits

- Flexible working from Day 1
- Pension Scheme
- Cycle to Work
- Employee Assistance Programme
- Paid lunch breaks (that we make sure you take!)
- Wellbeing support
- Free Counselling provided by our EAP service
- Annual pay progression opportunities
- Training and Development opportunities

Staff Wellbeing & Work-Life Balance

Put simply, a work-life balance is the amount of time and focus a person gives their work versus other aspects of their life – whether it is raising a family, hobbies, relaxation, or anything else.

If the last few years have taught us anything, it is that work-life balance is key to not only job satisfaction, but mental health and wellbeing too. At Red Balloon, we aim to protect employee mental health against the potentially detrimental effects of work-related stress and ensure you have a healthy work-life balance.

To support staff wellbeing we:

- Encourage flexible working where possible
- Encourage managers and senior leaders to role model work-life balance themselves
- Do not expect employees to work/check emails in the evenings, weekends or outside their contracted working hours
- Make sure time off means time off
- Encourage breaks with our working time policy and ensure a paid lunch break for all staff
- Acknowledge that every employee is different and therefore their work-life balance needs will vary
- Support working parents
- Ask for feedback about improvements that could be made

In line with the support and safe space we are providing for our students, Red Balloon Educational Trust is on a mission to normalise mental health conversations in the workplace and improve overall employee wellbeing.

Our Commitment to Flexible Working

At Red Balloon Educational Trust we understand that doing a great job doesn't have to mean working full-time. In fact in January 2022, 72% of our staff were working part-time or flexibly.

Our vision is for a flexible work environment that delivers on our mission, culture, and operational requirements. We want to unlock our employees' full potential through supporting their varied needs, placing their overall wellbeing at the fore, and trusting them to integrate their work and lives.

We will consider requests for flexible working on hiring. Our staff are able to work flexibly in many different ways; including part-time, job share, remote working and flexi-time, as well as term-time only.

Please talk to us at the interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise to see if it's possible - and not to judge you for asking.



Our Commitment to Flexible Working

Flexible work decisions are guided by the following considerations:

- **Organisational mission and operational requirements.**
Upholding Red Balloon's priorities and long-range vision, and alignment with school/business unit needs and staffing plans.
- **Diversity and culture.**
Fostering a diverse and inclusive culture that enables us to be agile, retain talent, and further our position as a reputable and leading employer.
- **Creativity.**
Commitment to developing creative solutions/approaches that evolve over time to engage our distributed workforce and community, and enable effective collaboration.
- **Employee experience.**
Addressing the unique needs and affordability challenges of our teams by providing a consistent framework for varied flexible work arrangements.
- **Infrastructure.**
Enabling flexibility through technology, communications, and approaches to physical space that allow for organisational alignment, efficiency and safety.
- **Training and support.**
Providing guidance and development opportunities to strengthen our ability to evolve and operate in a distributed environment.

Equal Opportunities and Equality

Equal opportunities and equality is not just a box-ticking exercise - we actively want our staff teams to be diverse and inclusive. We know that different perspectives and experiences strengthen our organisation, making us a better place to work and helping us provide better support to our students.

We want to hire the right people for the right job, and to enable them to shine, whoever they are.

We are always happy to make reasonable adjustments to the recruitment process to ensure that no applicant is placed at a disadvantage. So if you want to apply but need some adjustments, then get in touch and let us know how we can support you to make your best application.

Notes from our policy

It is against our Equal Opportunities and Equality Policy to discriminate, either directly or indirectly, on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. We will also ensure that no applicant receives less favourable treatment than another on the grounds of marital status, parental status, caring responsibilities, or hours of work, and that that no applicant is placed at a unjustifiable disadvantage by requirements or conditions which have a disproportionately adversely effect on a particular group.

Disability Confident Employer

We are proud to share that we become a Disability Confident Employer as part of the government's [Disability Confident Scheme](#).

The government scheme exists to support businesses by encouraging them to review how they think about disability, and to act on how they attract, recruit, retain, and develop employees with disabilities.

At Red Balloon Educational Trust, we value the incredible contribution and talent that people with disabilities can and do bring to our workplace. Achieving Disability Confident Employer status is part of our ongoing commitment to fostering an inclusive workplace where everyone can thrive.

As you'd expect, we really understand the importance of different voices, experiences, perspectives and backgrounds. Our teams are no different and we strongly encourage applications from members of minority groups and all sections of the community to apply.

We are a Disability Confident employer and offer a guaranteed interview for any disabled applicant who may wish to take up this offer, where they meet the minimum requirements for the role.

If you would like to apply in an alternative format such as a video or alternative method, please get in touch with us and we will ensure that you can submit your application.

“When I become physically disabled in my late 20’s, I thought my career was over as I no longer had the stamina to carry out a full-time role due to chronic pain and had days where I was unable to “clock on” by a certain time due to painful sleepless nights. The flexibility I am able to have with my part-time hours within the Operations team at Red Balloon means that I can still do a job I love, that I can work around my disabilities, for an organisation that really cares about its team and who has an incredible purpose supporting young people”.

Operations Lead
Red Balloon Educational Trust

Our Recruitment and Selection Process

We want to find the right person for the right job so they can really make an impact, and ensure they feel happy in their role so they're excited to come to work each day.

Our recruitment and selection process is designed to ensure that we select the most suitable person for the job in respect of skills, experience and qualifications. We also take into account candidates' longer-term career goals and aspirations and how they could support the strategic objectives of the Centre in the future. This is to make sure our chosen candidate has the ability to make a positive contribution to the values and aims of the organisation.

Our Job Descriptions

Our job descriptions are a key document in our recruitment and selection process. All job descriptions will clearly and accurately set out the duties and responsibilities of the job role. If something's unclear, or you'd like more information then get in touch - we want you to have everything you need to make an informed application.

Our Person Specifications

Our person specification is of equal importance to the job description and informs the selection decision. It details the skills, experience, qualifications, abilities and expertise that are required to do the job. It will be specific, related to the job, and not unnecessarily restrictive.

The person specification forms the basis of the selection decision and enables the selection panel to ensure objectivity in their selection.

How to Apply

Well, you've read a little bit about us - now it's over to you!

In line with safer recruitment practices, we are only able to accept applications via our application forms, which can be accessed by following the application link for the role you are applying for, via the specific application pack, or via our website.

Our forms can be saved and come back to at any point. If you're unable to complete it and need some support, and/or you need our documents in an alternative format, for example, large print, please get in touch with admin@rbet.ac who will be able to help and advise.

All candidates for all of our posts, including internal applicants, will be asked to complete our standard application form, in order that all applicants can be judged on comparable information.

Unless our advert requests it, we won't accept CVs. We're looking for some specific information that we want to ask you about so we need you to complete an application form for the role on offer.

Our Interview Process

Interviews are scheduled as soon after the closing date as reasonably possible, and specific details are detailed within each job advert. If you are shortlisted for an interview you will be notified by email or phone call. If you have provided your email address, we will normally contact you this way. We also ensure that we communicate with applicants who have not been shortlisted.

Red Balloon Educational Trust is a UK wide charity, with our Central Services team based in Cambridgeshire. This means that, depending on the role, our interviews may be carried out virtually to allow the most appropriate members of staff to attend. We will always endeavour to give candidates the opportunity to visit the Centre they are applying to work for and meet the local staff prior to accepting an offer of employment.

Confirmation of Right to Work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK, therefore if you are given an offer of employment you will be subject to the submission of the appropriate documentation evidencing your right to work.

It is essential that we apply the same criteria to every person who is offered employment with us, regardless of race, nationality, or ethnic or national origins, and therefore this check will be undertaken for all new employees offered employment with us.

Safeguarding Children and Safer Recruitment

Red Balloon Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and we require the successful candidate to commit to this. The person appointed will be subjected to an enhanced DBS check.



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I found myself extremely lost and depressed and losing my place in society, and then I was offered the chance to come to Red Balloon. It was the best thing I could have done. This was my last shot at getting a form of education. All lessons, they let me do everything at my own pace and they'd always listen. They even provided well-being which I've never had before in any plan of education. And I've had teachers who have understood when I panic when I was freaking out and couldn't work things out. I've had them stick up for me.

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-Lilly,
Red Balloon student

APPLICANT PRIVACY

We are committed to being clear and transparent about how we will collect and use applicants' data and meet our data protection obligations. During the recruitment process, we will collect and process personal data relating to job applicants. You can find out more about how we store your data in our privacy policy on our website.

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www.redballoonlearner.org



“I literally had no life. Now I’m at Red Balloon I’ve got somewhere I belong. It’s amazing! The world is opening up for me again.”