



Red Balloon Learner Centre Reading
220-222 Kings Road, Reading RG1 4JJ
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www.redballoonlearner.org.uk

May 2023

Dear Applicant

Re: Art Teacher at Red Balloon–Reading, 220-222 Kings Road, Reading, RG1 4JJ

Thank you for expressing an interest in the role of Art Teacher at Red Balloon-Reading. Red Balloon Learner Centres seek to transform the lives of severely bullied and traumatised children. Please find below information about Red Balloon and a description of the role and responsibilities.

If you feel you possess the skills and passion to be the Art Teacher at Red Balloon-Reading, please complete the online application form: <https://form.jotform.com/221422599995369>.

Please note CVs will not be accepted.


We would like to advise you that it is policy for staff to use public transport, bicycles or to walk to work when this doesn't compromise the Equal Opportunities Employment Policy.

For further information about Red Balloon, please visit <http://www.redballoonlearner.org.uk>. The position will be advertised until a candidate has been found.

Interviews will take place the week after a suitable application has been received. If you have any queries, please call 0118 958 3004 and ask to speak to Michelle Masters. We look forward to receiving your application.

Yours sincerely

Michelle Masters
Head of Centre

Red Balloon Reading – Job Description		
Job Title	Art Teacher (unqualified or qualified)	
Salary	£23,777 - £31,750 (pro rata) Dependent on experience and qualification	
Hours	16 - 24 hrs. Start 8:30am – finish 4:30pm. Staff may be expected to stay later in exceptional circumstances.	
Responsible to	Head of Centre	
Effective Date	April 2023	
Job Purpose	You will be expected to participate fully in the community of Red Balloon in order to aid the recovery of all students. In particular the post will be responsible for planning and delivering a curriculum based around Art. This will include supporting students engagement in Art as well as supporting students to achieve qualifications in Art (Arts Award, GCSE, AQA Awards)	
Context	The aim of the Learner Centres is the recovery of bullied and traumatised children. The means by which this is done is by enhancing students' self-esteem, encouraging them to make decisions and gradually take control of their own learning to build their self-confidence, helping them to understand themselves and others, and providing a safe environment.	
Dimensions	Red Balloon – Reading offers places to a maximum of 24 students. The teaching and support staff numbers up to 20 full and part-time staff.	
Relationships	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, volunteers and visitors.	
Other Job Information	Red Balloon and the Trustees will be accountable for all working arrangements and welfare provision.	
Responsibilities		
As a member of the Red Balloon team and Art Teacher, you will:		
Planning and Preparation		
<ul style="list-style-type: none"> ● Set up and maintain organised, coherent academic plans; ● Set up and maintain records of achievement for each student; ● Plan and prepare lessons in order to deliver engaging, informative and participative lessons, ensuring effective breadth and balance is delivered; ● Use relevant data to monitor progress, set targets, and plan subsequent lessons; ● Identify clear teaching objectives and learning outcomes for each student, with clear expectations, appropriate challenge and a sense of achievement; ● Identify and adopt the most effective approaches for students with a wide variety of different needs; ● Design and implement an individualised learning programme for each student through negotiation; ● Prepare art-based lessons for student support assistants to deliver in your absence; 		
Teaching and Learning		
<ul style="list-style-type: none"> ● Deliver well-structured and prepared lessons face-to-face, on-line or hybrid; 		

- Support the learning of Art in a way which re-engages learners, taking into account their own interests, including preparing interested students to pursue qualification in Art (Arts award, GCSE, AQA Award);
- Support the learning of art in a way which re-engages learners, taking into account their own interests;
- Ensure lessons are catered to the needs of all students, including personalised educational health care targets for individual students;
- Organise and lead one subject specific trip each year;
- Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Centre, in accordance with the RBR Behaviour Policy;
- Recognise and respond to the need to provide evidence of students' progress;
- Accurately track and monitor the progress and achievements of students within teaching groups and provide feedback to enable them to progress at least in line with expectations and targets set;
- Ensure that classroom and facilities are well organised, tidy and that displays are educational and celebratory of students' achievements
- Organise and manage groups or individual students, ensuring differentiation of learning needs, reflecting all abilities
- Demonstrate effective performance against the national teaching standards;
- Responsible for attainment and progress in curriculum subjects taught in line with agreed targets and standards;
- Assess the relevant subject and curriculum areas you teach, including statutory assessment requirements;
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback, giving dedicated improvement times in lessons;
- Encourage students to take a responsible and conscientious attitude to their own work and study.
- Be flexible and responsive to the demands of the environment including unpredictable events, deadlines, and frequent interruptions.

Pastoral

- Monitor and support student attendance;
- Plan opportunities to develop the social, moral, emotional and cultural aspects of students' learning
- Help to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children's learning;
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Establish supportive relationships with each student;
- Take individual responsibility for safeguarding and promoting the welfare of students.
- Act as a 'listener' and mentor where appropriate;

Communication and Teamwork

- Liaise with colleagues to plan and organise teaching and well-being activities;
- Work with Student Support to ensure lessons are appropriate for the ability of each student;
- Work with the Exams Officer to ensure students are registered for the appropriate qualifications;

Stakeholders and Relationships

- Consult with the Head of Centre or other named person, discussing any safeguarding concerns that arise and acting on any agreed decisions;
- Communicate and consult with parents/guardians/carers over all aspects of the student's education, academic, social and emotional wellbeing;
- Attend parent/carers and external agency meetings;
- Actively co-operate and support colleagues, helping with day-to-day duties
- Ensure effective use of support staff during lessons.

School Ethos and Values

- Provide an enthusiastic and positive welcome to students, colleagues, and visitors to the Centre, ensuring the sign in and security procedures are adhered to;
- Bid a fond farewell to students ensuring that the person collecting the student is known to the Centre and that the student has their belongings, they are marked off the board;
- Abide by and support the philosophy of Red Balloon, promoting it at every opportunity;
- Be a participating member of the community (including engaging students during break and lunch times);
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position;

Generic

- Abiding by the RBR Code of Conduct;
- Complete break and lunch duty in the school week and in accordance with the rota;
- Help to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety;
- Maintain confidentiality and data protection regulations, ensuring all RBR polices, and procedures are adhered to;
- Adhere to RBR's health, safety and wellbeing procedures, including completing training where required;
- Demonstrate an understanding of the Keeping Children Safe in Education, ensuring you behave in a professional and appropriate manner at all times;
- Uphold British values;
- Participate in staff meetings, training and deliver presentations as required;
- Be flexible to the demands of the environment including unpredictable events, deadlines and frequent interruptions and carry out any other reasonable request;
- Co-operate with the other staff in the running of the Centre;
- Adhere to safeguarding policies and procedures, raising any concerns in an appropriate and timely manner;
- Keep up to date with the relevant online training and policies e.g., safeguarding, child protection and whistleblowing etc.
- Attend staff meetings, training and INSET days;
- Continue in own professional development;
- Report and record all accidents, and first aid in the appropriate place;
- Report any hazards and maintenance needs to Health and Safety officer;
- Ensure confidentiality, GDPR and data protection legislation is adhered to;
- Carry out any other reasonable request.

Key Performance Indicators

- Student progress at KS3
- Student performance in external accreditation
- Feedback from students and parents/carers
- Feedback from managers and colleagues

Person Specification

Qualifications

- GCSE Level or equivalent Maths and English
- Arts qualifications (preferable)
- Qualified or experienced teacher (preferable)

Skills/Knowledge	<ul style="list-style-type: none"> ● Good understanding of the educational needs of children who may have mental health problems (e.g. anxiety, depression, PTSD), school-related anxieties or refusal, SEN, extremely low academic confidence and self-esteem, and to adjust teaching strategies to meet individual student needs ● Knowledge and understanding of bullying and its effects ● Team-building skills ● Shows evidence of being suitable for working with children ● Effective and empathetic student support skills ● Good written and verbal communication skills
Qualities	<ul style="list-style-type: none"> ● Innovative and creative ● Ability to show initiative ● Resilient ● Flexible and with the ability to 'think on your feet' ● Excellent communicator who works well in a team
Experience	<ul style="list-style-type: none"> ● Of teaching, including one-to-one and small-group ● Of dealing with bullying, trauma and mental health
Key Competencies	
Self Management	Manages personal priorities, pressures and workload in an efficient, proactive and effective way
Communications	Listens to and communicates with individuals and groups professionally, clearly and supportively. Is aware of the need for confidentiality, tact and sensitivity
Equality and Diversity	Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination
Flexible and Adaptable	Responds positively to unexpected changes in the routine of the Centre and to any new requests that may arise
General Information	
<ul style="list-style-type: none"> ● 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 Appraisal Scheme. ● The Centre is committed to safeguarding children and all staff must undergo a DBS check and have two suitable references before they can start work. ● All work performed/duties undertaken must be carried out in accordance with relevant Red Balloon policies and procedures, within legislation, and with regard to the needs of students, staff and parents. ● Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by Red Balloon. ● For further information about Red Balloon-Reading please visit http://redballoonlearner.co.uk 	