



**Red Balloon Learner Centre Reading**  
**220-222 Kings Road, Reading RG1 4JJ**  
Tel: 01189 583004  
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[www.redballoonlearner.org.uk](http://www.redballoonlearner.org.uk)

January 2025

Dear Applicant

**Re: Part-time Student Support Assistant (mornings only) at Red Balloon Reading,  
220-222 Kings Road, Reading, RG1 4JJ**

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

If you feel you possess the skills and passion to be a Student Support Assistant at Red Balloon Reading, please complete the online application form:

<https://form.jotform.com/221572564727360>.

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 30 April 2025, but may close earlier if suitable candidates are found.

Interviews will take place the week after a suitable application has been received, and it is hoped the successful candidate will join us as soon as possible. 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	Student Support Assistant	
Salary	£25,225 (pro rata)	
Hours	Part time (0.5 fte) : 8:30am - 12:30pm, Monday - Friday Staff may be asked to stay late in exceptional circumstances.	
Responsible to	Head of Centre and Line Manager	
Effective Date	December 2022	
Job Purpose	You will be expected to participate fully in the social community of Red Balloon in order to aid the recovery of all students. The postholder will support young people in numeracy, literacy, and science. You will also support students who may require one-to-one support in design tech, art, humanities, physical education or food tech.	
Context	Red Balloon Reading is a Learner Centre for the recovery of bullied children. We provide a safe environment for children who have experienced severe bullying, anxiety, or other trauma. We aim to help rebuild their self-esteem and to re-engage with learning.	
Dimensions	Red Balloon Reading offers places to a maximum of 24 students each. The teaching and support staff numbers up to 20 full and part-time staff.	
Relationships	They work closely with the Head of Centre, Office Manager and with all staff, students, parents / carers, trustees, volunteers, and visitors to the Centre, and are participating members of the community.	
Other Job Information	Red Balloon and the Trustees will be accountable for all working arrangements and welfare provision.	
Responsibilities		
As a Student Support Assistant, you will:		
<b>Planning and Preparation</b>		
<ul style="list-style-type: none"><li>• Ensure learning spaces are set up, safe, tidy and welcoming to students;</li><li>• Completing risk assessment forms, taking care of student health and safety on trips;</li><li>• Ensure you are familiar with the teaching subject and prepared for a lesson, when covering a colleague.</li><li>• Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these;</li><li>• Establish a safe and stimulating environment for students, rooted in mutual respect.</li></ul>		
<b>Teaching and Learning</b>		
<ul style="list-style-type: none"><li>• Co-operate, liaise, and assist the teaching staff in their work with the students;</li><li>• Support students in their work and learning in all subject areas;</li><li>• Deliver lessons such as functional skills (Maths and English) and PSHEE that have been prepared by subject leads either on a one-to-one or a small group;</li><li>• Provide targeted in session support for specific students – you will be in lesson with another teacher to work with a student to enable differentiation for weaker or more able students;</li><li>• Provide support to teachers and students in all subjects where required;</li><li>• Deliver mentoring sessions;</li><li>• Accompany students on trips and undertake and initiate other activities with them;</li><li>• Organise small projects and cultural celebrations;</li><li>• Run projects with individual students in conjunction with teachers to supplement their work;</li><li>• Oversee individual and community “own work”, and liaise with tutors;</li><li>• Deliver timetabled sessions to work with specific students;</li><li>• Manage some own work sessions;</li><li>• Manage and maintain any photos taken within Red Balloon or on trips and in line with procedures;</li><li>• Be flexible to the demands of the environment including unpredictable events, deadlines, and frequent interruptions;</li><li>• Complete Rolling Records and Markbooks on a daily basis with accurate information;</li></ul>		

- Motivate students, mentoring by going on walks as an option or playing board games, chatting etc.

### **Pastoral**

- Form supportive relationships with each student;
- Provide pastoral care for all students acting as a mentor, employing counselling skills where appropriate;
- Role model appropriate behaviour and communication.
- Encourage socialisation at break and lunch time with students;
- Complete health and safety risk assessments and taking care of students' health and safety on trips
- Motivating students, mentoring by going on walks as an option or playing board games, showing interest and engaging in conversation;

### **Communication and Teamwork**

- 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 (has shown ID which you are satisfied with) and that the student has their belongings.
- Students are marked on the whiteboard in the Community room when on and off site;
- Update student records adhering to GDPR and data protection legislation;
- Co-operate with and assist the subject leads in their work with students in all subject areas;
- Maintain display boards in communal areas;
- Co-operate with the other staff in the running of the Centre and cover when and where required;
- Help with day-to-day duties;

### **Stakeholders and Relationships**

- Participating member of the community (including engaging students during break and lunch times);
- Liaising with external organisations such as Warehouse, Reading Climbing, Centre, Wokingham Waterside Centre, Red Kangaroo for PE activities like basketball, kayaking, and climbing;

### **Centre's Ethos and Values**

- Consult with the Head of Centre or other named person regularly, discussing any safeguarding concerns that arise and acting on any agreed decisions;
- 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;
- Treat students with dignity, build relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position;
- Be a positive role model in terms of behaviour, work and attitudes;
- Establish a purposeful and safe learning environment for learners.

### **Generic**

As a member of the Red Balloon team:

- Abide by the RBR Code of Conduct and the Centre's procedures and policies;
- Complete break and lunch duty in the Centre 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 policies, and procedures are adhered to;
- Adhere to RBR's health, safety, and wellbeing procedures, including completing training where required;
- Demonstrate an understanding of 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;
- Report and record all accidents, injuries and first aid in the appropriate place.
- Report any hazards and maintenance needs to Health and Safety officer.

- Continue in own professional development;
- Report and record all accidents, injuries 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.

### Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Level or equivalent Maths and English (required)</li> <li>• SEN or supporting learning qualifications (desirable)</li> <li>• HLTA qualification (desirable)</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Knowledge and understanding of bullying and its effects</li> <li>• Team-building skills</li> <li>• Shows evidence of being suitable for working with children</li> <li>• Effective and empathetic student support skills</li> <li>• Good written and verbal communication skills</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Innovative and creative</li> <li>• Ability to show initiative</li> <li>• Resilient</li> <li>• Flexible and with the ability to 'think on your feet'</li> <li>• Excellent communicator who works well in a team</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Of dealing with bullying, trauma or mental health</li> <li>• Of working with young people one-to-one or small group situations</li> <li>• Working with students to develop life/social skills</li> </ul>

### Key Competencies

<b>Self-Management</b>	Manages personal priorities, pressures and workload in an efficient, proactive and effective way
<b>Communications</b>	Listens to and communicates with individuals and groups professionally, clearly, and supportively. Is aware of the need for confidentiality, tact and sensitivity
<b>Equality and Diversity</b>	Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination
<b>Flexible and Adaptable</b>	Responds positively to unexpected changes in the routine of the Centre and to any new requests that may arise

### General Information

- The job specification details the main outcomes required and should only be updated to reflect 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.
- Postholders 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>**

**Signed:**

**Date:**

**Full Name:**