



Red Balloon Learner Centre Reading
220-222 Kings Road, Reading RG1 4JJ

Tel: 0118 958 3004

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www.redballoonlearner.org.uk

November 2025

Dear Applicant

Re: Fixed Term Part-time SALT Assistant at Red Balloon Reading, 220-222 Kings Road, Reading, RG1 4JJ

Thank you for expressing an interest in the role of SALT 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 SALT 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 26 November 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	SALT Assistant	
Salary	£27,263 (pro rata)	
Hours	Part time (0.4 fte) : days to be agreed Staff may be asked to stay late in exceptional circumstances.	
Responsible to	Head of Centre and Line Manager	
Effective Date	November 2025	
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 post holder will deliver SALT programmes as directed by the Speech and Language Therapist. The post holder will work collaboratively with therapy and education staff to help achieve Speech and Language outcomes.	
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, SENCO 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 SALT Assistant, you will: • Deliver individual/paired SALT programmes and support according to the pupil's needs as directed by a qualified SALT. • Support and work with other therapists, teachers and student support assistants to provide a coordinated and inclusive SALT programme. • Create and implement resources for the classroom under the guidance of a qualified therapist. • Report back to the SALT and Head of Centre on a regular basis. • Maintain up to date and accurate notes in line with standards for all student contacts. • Contribute to achievement notes and provide information for annual reviews, reports and other assessments. • Attend and participate in therapy meetings, supervision and line management meetings • Attend staff meetings and in service training as required. • When necessary, to carry out general Support Assistant responsibilities in amongst your Speech & Language role.		
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;		

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

Qualifications	• GCSE Level or equivalent Maths and English (required) • SEN or supporting learning qualifications (desirable)
Skills/Knowledge	• Maintain therapeutic relationships on a professional basis (required) • Keep accurate records of therapy work (required) • Understand the need for multi-disciplinary approach (required) • Have an excellent rapport with students and adults (required) • Work on your own initiative without supervision (required) • Work constructively as part of a team, understanding Centre roles and responsibilities and your own position within these (required). • Self-evaluate learning needs and actively seek professional development opportunities (desirable). • Understand principles of child development and learning and have an understanding of how an ASC diagnosis may impact on development and learning (required) • Develop a working knowledge of relevant policies/codes of practice and awareness of current legislation, including the new SEN framework (required)

	• Create and evaluate resources to promote access to the curriculum for students. Effectively manage students' learning and behaviour in a school setting (required) • Demonstrate effective use of ICT to support learning and record keeping, including monitoring of data and tracking of progress (required)
Qualities	• To have a positive and professional approach to work (required) • To enjoy working with young people (required) • To be flexible, energetic, adaptable and have the ability to use initiative (required) • Ability to maintain confidentiality in the light of handling sensitive information (required) • Excellent interpersonal skills with both adults and children (required)
Experience	• Experience of working with children or young people with special needs (required) • Working with clear guidelines, procedures and adhering to child protection and Data protection guidance (required) • Ability to quickly establish relationships with young people, vulnerable people and families with complex needs (required) • Experience of working with special educational needs and / or relevant paperwork for special educational needs (required)
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	
• 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: