



**Red Balloon of the Air**  
**7a Chesterton Mill, French's Road, Cambridge CB4 3NP**  
**Tel: 01223 366052 • Email: [admin@rbair.org.uk](mailto:admin@rbair.org.uk)**  
**[www.redballoonlearner.org.uk](http://www.redballoonlearner.org.uk)**

## Job Description

<b>Job Title:</b>	<b>Online English &amp; History teacher and curriculum developer</b>
<b>Salary/Hours:</b>	From £18,000 to £23,000 annually, full-time 40 hours per week, 38 weeks term-time plus 2 weeks.
<b>Responsible to:</b>	Director of Distance Learning

<b>Role and Context</b>	
<b>Job Purpose:</b>	The purpose of the role is to teach the Red Balloon (RB) learning programme online, to contribute to the development of this innovative project, and to participate fully in the social community of Red Balloon in order to aid the recovery of the students.
<b>Context and role</b>	<p>The aim of RB is the recovery of severely bullied or otherwise 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.</p> <p>Red Balloon of the Air fulfils this aim by offering a blended online and face-to-face programme. It is important that the job holder concur with this aim.</p>
<b>Dimensions</b>	Red Balloon of the Air offers online and face-to-face recovery programmes to 25 to 40 students. This number will increase as the project develops.
<b>Relationships</b>	Works closely with the Director of Distance Learning, is part of the RBAir staff team, is a participating member of the Red Balloon community.

## Principal accountabilities:

### 1. As a member of the teaching and learning team:

- a. to teach and facilitate one to one and small groups for young people in an online environment for approximately 25 teaching hours per week.
- b. to understand the educational needs of children who may exhibit mental health concerns (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 need;
- c. to help design and implement an online learning programme for each individual student through negotiation;
- d. to complete and submit a register and feedback form for each student by the end of each online session;
- e. to complete half-termly reports, fortnightly parent feedback and termly records of achievement for each student;
- f. to plan (to include bespoke schemes of work), to monitor student progress, to generate data to track progress, and to utilise evidence from monitoring to inform future planning;
- g. to organise small-group learning where appropriate;
- h. to oversee and develop the formal qualifications available to students in your subject area (GCSE, functional skills, alternative award schemes);
- i. in addition to teaching subjects, to develop short course masterclasses for the RBAir community for both staff and students, as well as run online clubs;
- j. on occasion to lead online PSHE sessions and circle time in liaison with the well-being person who oversees these programmes;
- k. to advise and consult regularly with the Director of Distance Learning or other designated well-being person, discussing any concerns that arise with regard to students and acting on any agreed actions;
- l. to give feedback to parents and attend parents' evenings to inform them of their child's progress.

### 2. As a member of staff:



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- a. to abide by and support the philosophy of Red Balloon;
- b. to take responsibility for safeguarding and promoting the welfare of students and reporting any child protection concerns in the appropriate way;
- c. to co-operate with the other staff in the running of the online Centre;
- d. to attend staff meetings and INSET days and participate actively in these sessions.

**3. As curriculum developer:**

- a. to support the pursuit of compliance of the online project with respect to OFSTED;
- b. to extend the formal qualifications offered at RBAir that are compatible with the online and distance learning environment;
- c. to coordinate and finalise the half-term reports at the end of each half-term;
- d. to work with the DDL to ensure that sufficient curriculum provision is available for students;
- e. to support staff in ensuring their reporting, record-keeping, schemes of work and links to the national curriculum are to a high standard;
- f. to oversee the exams and formal qualifications programme for RBAir in all subjects in consultation with RBAir staff.

**4. As a member of the online project:**

- a. to undertake independent research in the online delivery of your subject;
- b. to be creative and innovative in your approach to teaching your subject whilst adhering to RB practice and philosophy;
- c. to regularly contribute to the development of the online programme.

**General Information:**

- The job specification details the main duties and should only be updated to reflect **major changes** that impact on these. Specific tasks, goals and performance criteria will be agreed through the Appraisal Scheme.



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| <ul style="list-style-type: none"><li>● All work performed/duties undertaken must be carried out in accordance with Red Balloon policies and procedures, within legislation, and with regard to the needs of students, staff and parents.</li><li>● Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the position and falling within its general scope.</li><li>● Post holders will be required to undertake any 'reasonable' task as directed by the line manager.</li></ul> |
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Date: May 2013
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