

Learning Support Assistant

Job and Person Description

The School

Ballard is a thriving co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. Ballard's dynamic leadership has turned 'excellent & outstanding' (ISI) into exceptional. Putting families first, Ballard has pledged to absorb the VAT charge on school fees for the Spring and Summer terms in 2025, before phasing it in gradually over the coming years. With lots of exciting plans in place, there has never been a better time to join.

Ballard has been recognised, once again, by the prestigious Independent School of the Year Awards, winning their Co-educational School of the Year Award 2024. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. We have also reached the finals of the Independent School Association's Award for Fine Arts and Design. We have recently passed our latest ISI inspection with flying colours.

Ballard offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

Job Purpose

We are currently seeking several Learning Support Assistants to join Ballard School. These positions primarily involve providing one-to-one support for individual pupils, with some general classroom assistance where needed. Opportunities are available across both the Prep (ages 7 – 12) and Senior School (ages 12 – 16), so we welcome applicants with experience supporting children in either age range. The working hours are 8.30am to 4.00pm, Monday to Friday, during term time only. These roles are initially offered on a fixed-term basis and are subject to the continued enrolment of the assigned pupil; however, there is a strong possibility of long-term employment. The LSA will report to the Head of Learning Support and collaborate closely with classroom teachers, specialist staff, and the wider learning support team. While these are full-time roles, we are open to considering part-time applicants interested in a job share arrangement. If you wish to apply for part-time hours, please be sure to include this preference in your application.

Job Description

Core Responsibilities:

- Provide direct support to the pupil under the guidance of the Class Teacher and in collaboration with the Head of Learning Support (HoLS/SENCO).
- Implement specific strategies and tasks outlined in the pupil's Educational Learning Plan (ELP) and Education, Health and Care Plan (EHCP).
- Deliver structured learning activities and programmes as designed by the Class Teacher and Head of Section.

Learning Support Tasks:

- Facilitate effective learning for the pupil across various settings—individually, in small groups, and whole-class environments—both inside and outside the classroom.
- Break down and clarify instructions to aid understanding.
- Ensure consistent and equitable access to the curriculum.
- Offer constructive encouragement, targeted feedback, and praise to build confidence, foster independence, and support emotional wellbeing.
- Assist with development in areas of need such as:
 - Speech and language
 - Reading and spelling
 - Numeracy and handwriting/presentation
- Monitor pupil engagement and progress, adjusting activities in line with agreed strategies to maximise learning outcomes.
- Create and adapt learning materials tailored to the pupil's needs.
- Support the integration of ICT into learning tasks and the use of Assistive Technology.
- Conduct and report on structured observations to inform teacher judgments about developmental progress.
- Attend weekly meetings with Head of Learning Support to raise and discuss pupil concerns.
- Provide timely and meaningful feedback on pupil achievements to the Class Teacher and HoLS.
- Maintain appropriate communication with parents and attend staff/parent meetings where required.
- Liaise effectively with teaching staff and relevant external professionals, contributing insights and updates as appropriate.

General Expectations:

- Champion high standards of behaviour and academic achievement.
- Carry out supervision responsibilities in accordance with school policy.
- To carry out any other administrative or support duties as required.
- To work under the overall direction of the Head of Learning Support and in close liaison with the relevant Head of Section.

Person Specification

We are seeking a dedicated and compassionate individual to join our team as a Learning Support Assistant. The ideal candidate will demonstrate the following qualities, qualifications, and experience:

Essential Qualifications & Experience

- Minimum of Level 3 Teaching Assistant qualification or equivalent
- Demonstrated experience supporting pupils up to the age of 16
- Strong literacy and numeracy skills, with the ability to support across core subjects
- Proven ability to meet the responsibilities outlined in the job description

Knowledge & Expertise

- Understanding of dyslexia and its impact on learning is highly beneficial
- Experience working with pupils with ADHD, ASC and other neurodiverse needs is an advantage
- Competent in a range of effective teaching and learning strategies
- Skilled in encouraging and guiding inattentive pupils to remain focused and engaged

Personal Attributes

- Passionate about making a positive difference in children's lives
- Committed to ensuring the safety, wellbeing, and holistic development of every child
- Patient, empathetic, and resilient with a warm and approachable manner
- In alignment with the ethos and values of Ballard School

Communications & Professional Conduct

- Willing to participate in support meetings and communicate effectively with staff, parents, and external professionals
- Professional in conduct, with a willingness to engage in ongoing training and development

Working Hours and Rate of Pay

- Hours of work are between 8.30am to 4.00pm, Monday to Friday, Term Time only (job share arrangements will be considered).
- Term-time only represents 35.4 working weeks per year, including for all INSET days which currently equate to six days per year. In addition, you will be paid 5.6 weeks' holiday (including all public and bank holidays) pro-rated
- Salary will be determined according to qualifications and experience
- Defined contribution pension scheme
- Staff are welcome to have a school lunch and refreshments in term time and parking is available on site

How to Apply

Applicants are asked to complete a Support Staff Application Form, along with their letter of application, and send it, addressed to the Headmaster (recruitment@ballardschool.co.uk).

Deadline: 9.00am on Monday 28th July 2025

Interviews: To be confirmed

To start: Ideally September 2025 or as soon as possible after that date

Shortlisted applicants will be invited to the school for interview, meet the department staff and demonstrate their classroom practice.

The School retains the right to interview and appoint at any time during the application process, so early applications are encouraged.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing

process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies