

## Learning Support Specialist Teacher (English Specialism)

We are looking for a qualified Specialist Teacher to join us on a variable hours basis to support pupils with Special Educational Needs and Disabilities (SEND) with their literacy skills up to GCSE. Hours are subject to pupil timetable availability and specific timings will be confirmed from September, but ideally, we are looking for someone who has availability to teach on a Monday, Tuesday and Friday. The school day is 8.30am until 5.00pm but the flexibility to start at 8.00am may be required. This is a term time only position.

### Job Purpose (SEND)

The Department of Enhanced Learning assists children of all ages who may be at risk of not meeting their academic potential because of specific learning differences. A Learning Support Specialist Teacher is able to provide tailored 1 to 1 differentiated teaching in order to support individual pupils, catering for their specific educational needs. They will ensure progress is being made by monitoring and tracking assessment scores and liaising with subject teachers.

### 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 Description

- Carry out the professional duties of a specialist teacher under the direction of the Head of Learning Support (HoLS) and the School's Leadership Team
- Help the pupils achieve their full potential
- Develop core literacy skills of pupils
- Help the pupils access the curriculum
- Develop an Enhanced Learning Plan (ELP) for each pupil
- Disseminate suitable classroom strategies to subject staff, in liaison with HoLS, to enhance the learning experience of individual pupils in the classroom

- Advise subject teachers of classroom strategies for individual pupils
- Encourage and promote independent learning
- Promote the use of assistive technology to support learning when appropriate
- Motivate, praise and encourage positive behaviour
- Promote and reinforce the pupils' self esteem
- Encourage the pupils to take responsibility for their own actions
- Ensure the pupils are aware of, and uphold, the school rules
- Ensuring the safety of pupils at all times
- Supporting and contributing to the school's responsibility and policies regarding the safeguarding and welfare of children

## Person Specification

### Essential

- Be a high-quality specialist teacher who is proficient in a range of teaching and learning support approaches with expertise in English (up to and including GCSE)
- Demonstrate commitment to raising achievement and progress in pupils
- Will have Qualified Teacher Status and Level 7 diploma in Specific Learning Difficulties (SpLDs) especially dyslexia as a minimum
- Comfortable working with a wide age group (Year 7 and above)
- Comply with all current DBS and other safeguarding checks and standards

### Desirable

- Experience of supporting younger children (up to and including Year 6) with their literacy skills
- The ability to assess pupils for SpLDs and EAAs

## Head of Department

To work under the overall direction of the Head of Learning Support and in close liaison with the relevant Head of Section.

## Safeguarding

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practices and pre-employment background checks will be undertaken before any appointment is confirmed.

## The Appointment

The school is seeking to appoint an energetic and enthusiastic Specialist Teacher.

The school operates a programme of induction for new members of staff and the successful applicant will be supported by the Head of Department.

School lunch and refreshments are available for all staff during term time.

This job description and accompanying documentation do not form part of the employment contract. Terms and Conditions of Service - the post holder will be required to comply with all policies and procedures issued by and on behalf of the school. The post holder will be required to participate in the school PDP procedure as an appraisee and, if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

## Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and they will be required not to disclose such information. All person identification information must be held in the strictest confidence. All employees are required to make themselves familiar with the School's Privacy Notice for Staff policy.

## Working Hours and Rate of Pay

Ideally, we are looking for someone who has availability to teach on a Monday, Tuesday and Friday. The school day is 8.30am until 5.00pm but the flexibility to start at 8.00am may be required. This is a term time only position.

Salary will be determined according to qualifications and experience; to be discussed at interview.

## How to Apply

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

Deadline: **9.00am on Monday 21<sup>st</sup> 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 interviews and may also have the opportunity to see the department, meet departmental staff, and demonstrate their teaching skills in the classroom.

**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](http://www.ballardschool.co.uk/vacancies)