



Upper Prep Teaching Assistant (TA)

Job and Person Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Overall

A teaching assistant (TA) at Ballard School aims to be the very best staff supporter and pupil helper in the classroom, to be pastorally aware at all times and seeks the very best for the pupils under his/her care. He/she will also have a 'whole school' perspective and will see that a pupil will achieve to the fullest if supported across the board. A pupil's health, safety and happiness will be paramount at all times.

A Ballard School staff member needs to be supportive of the aims and ethos of Ballard School and to promote the school positively at all times. (Please consult the School's aims and objectives.) Some flexibility is required by all staff as occasionally situations may dictate that staff operate outside their 'comfort zone' when the health, safety or welfare of the pupils (and other staff) necessitates this. All staff agree to, and sign, a code of ethics, are recruited and appointed in line with the Government's 'safer recruiting' initiative and undergo a successful enhanced DBS check. Full details of the expectations and responsibilities of all staff can be found in the Ballard School staff handbook and employment manual.

Ballard employs PLSAs / TAs in all areas of the School. The hours required will be discussed at interview and included in the appointment letter, together with the rate of pay. The lessons to be supported will also be discussed at the start of each term and varied according to the timetable and pupils to be supported.

The School

Ballard is an award-winning independent co-educational, day school for pupils from Nursery (2 years) to GCSE (Year 11). We have recently been awarded the highest accolades in our latest ISI and OFSTED inspections – *Excellent & Outstanding*. We currently have approximately 470 children in the School and we are situated on the edge of New Milton and close to both the New Forest and the sea, set within a wonderful 34-acre site.

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

Overview

This role is for a general teaching assistant in the Upper Prep, Years 6 to 8.

The hours are 8.30am – 4.00pm Monday, Thursday and Friday, term time only (working weeks 35.4).

Supporting the School

- Uphold School policies
- Be aware of School procedures
- Attend relevant in-service training/CPD
- Ensure all matters concerning pupils, other staff and the School remain confidential
- Promote the safety and welfare of pupils at all times
- Be responsible for break and lunchtime supervisory duties on a daily basis
- Any other appropriate tasks as ultimately directed by the Headmaster

Supporting the Teacher

- Maintain the learning environment
- Assist the teacher in preparing resources for lessons, including differentiating materials
- Provide regular feedback about pupils to the teacher (good/concerning/unusual behaviour and work related achievements/issues)
- Understand the learning outcomes of the lessons in which you are involved
- Assist the teacher with daily tasks, such as registration, photocopying, preparing pupils for lessons
- Assist the teacher in medium- and long-term planning by providing logistical support e.g. helping to prepare resources
- Cover for the teacher when he/she has to leave the class in an emergency – on a very occasional basis

Supporting the Pupil

- Help the pupils achieve their full potential
- Help the pupils access the curriculum
- Develop an understanding of the specific educational needs of the pupils in each class
- Encourage and promote independent learning
- 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.
- Helping to support with the pupils' EHCP targets if appropriate.

Person specification

- Level 3 TA qualification or equivalent desirable (minimum)
- Someone who enjoys working with children and wants the very best for them whilst being fully committed to their safety and well-being
- Able to meet the requirements of the job description (above)
- A high quality support assistant who is proficient in a range of teaching and learning approaches

- In sympathy with the aims and ethos of the School (see the 'aims and objectives' paper)
- Will have qualifications and experience relevant to this position, including 5 GCSEs English and Maths
- Good literacy and numeracy skills

Head of Department

To work under the overall direction of the Head of Learning Support and in close liaison with the relevant Head of School (e.g. Pre-Prep, Lower Prep, Upper Prep, Senior).

Application Process

Deadline: Wednesday 11th October, 2023 at 9.00am

Interviews: Friday 13th October, 2023

To start: Monday 30th October 2023 or soon after

Applicants must fully complete the Ballard School Support Staff Application Form and send to recruitment@ballardschool.co.uk.

Shortlisted applicants will be invited to the School for interviews.

The School retains the right to interview and appoint at any time during the application process.

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

Headmaster

September 2023