



## Pre-Prep Early Years Teaching Assistant (TA) Fixed Term Contract until July 2026

### 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 their care. They 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 LSAs / 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 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

## Overview

This role is for an Early Years Teaching Assistant in Pre-Prep (18.5 hours per week) for a fixed term until 8<sup>th</sup> July 2026.

The hours are Monday 8.30am – 4.00pm (including lunch break unpaid), Tuesday 8.30am - 1.00pm, Wednesday and Friday 8.30am – 12.00pm, term time only.

## 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 they have 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.

## Person specification

- Full and relevant Level 2 or Level 3 Early Years qualification
- Someone who enjoys working with children and wants the very best for them whilst being fully committed to their safety and wellbeing
- 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 to include English and Maths
- Good literacy and numeracy skills

## Head of Department

To work under the overall direction of the class teacher and the Head of Pre-Prep.

## Application Process

Applicants must fully complete the Ballard School Support Staff Application Form and send to [recruitment@ballardschool.co.uk](mailto:recruitment@ballardschool.co.uk).

Deadline: Monday 21<sup>st</sup> July 2025

Interviews: To be confirmed

To start: Ideally September 2025

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, 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)