

Pre-Prep Early Years Teaching Assistant (TA) From September 2026 – Full time or Part Time

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 2024/25**. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. In 2025, we have won the ISA Award for Fine Arts and Design, retained our School Games Mark Gold status, and were finalists for the MTI Award for Musical Theatre Provision. 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 on a permanent basis. We are seeking a dedicated and enthusiastic Early Years Teaching Assistant to support the delivery of high-quality education in our Pre Prep department. This role offers the opportunity to work closely with experienced teachers, contribute to a stimulating and caring learning environment, and help children develop the essential skills that will form the foundation of their lifelong learning journey.

We have one full time post in Year 2 available, Monday to Friday 8.30am to 4pm, with 30 minutes for lunch, and one part time post in Nursery & Kindergarten, a Friday, 8.30am to 4pm. But we would consider filling both roles with 2 part time positions of 3 days each so encourage applicants who are looking for anything from 1 day to full time to apply.

Key Duties

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 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

Reporting Line

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

Working Hours and Rate of Pay

- This role is term time only which is 35.4 working weeks per year, including all INSET days which currently equate to six days per year. In addition, you will be paid a pro rata holiday allowance
- Part time or full time considered – please let us know your preference in your application. Core hours are 8.30am – 4pm.
- Salary will be determined according to qualifications and experience – up to £13.61 per hour for a Level 3 qualification, up to £14.41 for Level 4 or above.
- Defined contribution pension scheme with 10.5% employer contribution
- Staff are welcome to have a school lunch and refreshments in term time and parking is available on site

Applications

How to apply:

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Bursar to recruitment@ballardschool.co.uk.

Application deadline: 9.00am Thursday 9th July 2026

Interviews: We encourage early applicants and will invite candidates into interview at the earliest opportunity, ideally week commencing 6th July.

Start Date: September 2026

Early applications are encouraged. We will be reviewing applications as they are received and reserve the right to appoint before the closing date. Please state in your application how many hours you are looking for and any restrictions on which days you can work.

Shortlisted applicants will be invited to the School for interviews.

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 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