

Information for prospective staff

N.B. Please also consult the 'Staff Appointment Guidance' and the 'Safer Recruitment Policy'

Introduction

Ballard School has evolved over 100 years from a boys' school with a strong Naval connection, to a boys' Prep School (Edinburgh House) with close connections to a girls' senior school (Fernhill Manor) – both boarding schools in New Milton - and then in 1995 to a co-educational day school when Edinburgh House and Fernhill Manor amalgamated on the former's site. There are now around 450 pupils aged 2 to 16 years at Ballard. We are shaped like an inverted pyramid: small at the bottom (one or two forms per year group) rising to three forms in Y7 and four forms in Y9, each with around 15 or so pupils in them.

The aims of the School can be seen in the 'aims and objectives' paper whilst something of its ethos and atmosphere will be discerned from its website www.ballardschool.co.uk and its publications such as the prospectus, the annual information booklet, and the parents' newsletter publication '*Ballard Bugle*'.

Structure of the School

All Ballard pupils are day children and, once in full-time education, they arrive at 8.30am daily, Monday to Friday, and finish school by 4.00pm. Children may then go home but most stay for activities or supervised prep (homework) until the school buses leave at 5.10pm. There is no Saturday school but occasionally matches or special events take place at the weekend.

The Pre-prep is for pupils from Nursery (aged 2 years) up to the end of Year 2, the Prep for Years 3 - 8 (split into Lower Prep for Y3 - 5 and Upper Prep for Y6 - 8) and the Senior School for Years 9 - 11. Pupils leave Ballard after their GCSEs and go on to a variety of Sixth Form providers. These include Brockenhurst College (a Sixth Form college and community centre), Peter Symonds College (Winchester), King Edward's in Southampton, the grammar schools in Bournemouth, local maintained school sixth forms (such as Highcliffe, Arnewood, St Peter's and Twynham) and senior independent schools such as Canford and Bryanston. A few pupils leave Ballard at the end of Year 6 when they take the grammar school exams or at the end of Year 8 after Common Entrance but we have sizeable new intakes at Year 7 and Year 9.

Governors at Ballard

Ballard is an educational charity with a Christian foundation (see the 'aims and objectives' paper). Our Governors number around twelve and are led by Mr. Peter Goodfellow. They have a committee for education, for health and safety and for finances and facilities. Each Governor also has a 'link role' to different activities or committees within school (such as to do with child protection, with access arrangements and with learning support). Our Governors are very supportive of school events and retain a pastoral and caring interest in our staff and pupils.

Pupils at Ballard

We are a non-selective school in the sense that we do not require an entrance exam for entry. However, whilst we do have quite a broad ability range and offer Learning Support to around 15% of the pupils, we have some very bright and talented pupils. We require a 'taster day', references and reports for entry and we offer bursaries and scholarships as appropriate. Many of our pupils have much to offer by way of sporting and performing arts' skills and several represent the County in their chosen discipline. Ballard is an holistic school and encourages extra-curricular activities as part of a broadening education. We support many charities and promote positive attitudes towards others, good manners and a Christian ethos.

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Ballard School

Staff at Ballard

All staff are committed to providing a safe, secure and supportive community at Ballard. An enhanced DBS check will be carried out on all staff prior to appointment and references checked carefully. The School complies with the DBS code of practice and will not discriminate unfairly against an applicant on the basis of a conviction or other information which is revealed. Fuller details can be seen on the staff application form.

INSET on 'safeguarding' is provided for all staff and interviewing is conducted within the 'safer recruiting' framework (see separate policy). Our child protection and anti-bullying policies can be seen in the policies' section of our website. We are an Equal Opportunities' employer and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are, or become, disabled. Although we have a Christian foundation, and staff are expected to be in sympathy with this ethos, we welcome applications from people of all faiths and none.

Ballard employs both full-time and part-time staff. All teaching staff are expected to be involved with the School's extra-curricular programme and to help with normal duties as well as the pastoral care of pupils through roles such as Form Tutors and Academic Mentors.

Staff applications

Please consult the 'Staff Appointment Policy' in addition to what follows. Staff applications will only be accepted if the application form **is filled in fully**. A covering letter to the Headmaster is expected which should contain an explanation of why the post is being applied for and what the applicant expects to be able to offer by way of skills, enthusiasm and experience. Whilst CVs may be submitted with the covering letter, they are not essential. Terms and conditions of employment will be discussed with the Headmaster at interview and appointments will only be confirmed after the successful completion of an enhanced DBS check and the receipt of satisfactory references. **Original certificates** of educational qualifications should be brought to the interview (if invited). Photocopies will not be acceptable on their own. **Please also bring something which clearly identifies you (e.g. a photographic driver's license) and establishes your address (e.g. a utility bill current within the last three months)**. A photocopy of each of the latter will be kept in your interview file.

Thank you for considering an application to join the staff at Ballard School. If you are successful you will be joining a vibrant, purposeful and exciting school! If you have any further queries please don't hesitate to contact the Headmaster, Mr. Alastair Reid, via his PA, Mrs. Jenni Shaw.

Alastair Reid, *Headmaster*, Ballard School
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