



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 fully in sympathy with 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 an award-winning independent co-educational, day school for children 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 400 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 32-acre site.

We are a family school with Christian values which 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

Supporting the School

- Uphold School policies
- Be aware of School procedures
- Attend relevant in-service training
- Ensure all matters concerning pupils, other staff and the School remain confidential
- Ensure the safety 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/ bad/ unusual behaviour and work related achievements/ problems)
- Understand the learning outcomes of the lessons with 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.
- Possible help in exams – scribing, reading, invigilating (according to pupil access arrangements)
- Able to help pupils (in particular) with GCSE Maths and English

Person specification

- Level 3 TA qualification
- Someone who loves 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 LSA 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)
- Able to complete the staff application form in full and to comply with all the necessary requirements therein
- Will have qualifications and experience relevant to this position
- Comfortable working with teenagers (up to the age of 16 years)
- Working knowledge of the specific learning difficulty, dyslexia
- Experience of working with autism an advantage
- 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).

Pay and conditions

To be agreed at interview / on appointment.

Andrew McCleave (Headmaster) November 2018