



GREAT BALLARD

Appointment of Functional Skills Teacher



Information for candidates



Dear candidate,
Thank you for your interest in this post. These are exciting times for the school which has grown rapidly over the past 5 years and we are now looking for an exceptional Functional Skills Teacher with the can-do attitude, taste for adventure and vision to support us with our plans.

The ideal candidate will be ready for a challenge and keen to expand their own horizons. Pupil centered and dedicated to their craft, they will be someone keen to make a difference and to go above and beyond for the school and its pupils. We are always keen to discover what inspires pupils and to allow their needs to shape our school and we feel very much the same about exceptional staff. We hope this pack will help you to get a sense of what makes our school special and the scale of our ambition for our pupils. This is an exciting time to be joining Great Ballard and we are seeking outstanding people to be a part of our journey.

Kind regards,
Matt King

Our Vision

When Ivor Poole established Great Ballard in 1924 he made a promise that the school would be different, and that courage to stand out from the crowd still energises us almost a century later. The school maintains a proud reputation for academic excellence, for music, for the arts and for sport. But, above all else, Poole wanted everyone to be cared for and treated fairly and it's a principle that still guides us. Great Ballard is a family in which everyone matters and no one is invisible. It is a school that cares, a school built completely around its pupils, a school with a heart.

But while Poole's principles remain unchanged, the world beyond school refuses to stand still. Our duty to equip young people for an unpredictable future has never been more apparent. Our curriculum is broad, forward thinking and outward facing and we encourage pupils to look beyond our idyllic West Sussex bubble and to develop the skills required to adapt to change and genuinely make a difference in their worlds. We focus on leadership, problem solving and communication while covering a broad range of traditional subjects. But we also nurture a special passion for technology, computer science and communication skills which we champion without ever compromising the highest standards of literacy and numeracy. We see unique potential in all our children and support them to become the very best versions of themselves.

We deliver a 2-16 education and our educational approach is built around the 4Hs (Head, Hand, Heart and Health) with an ethos rooted in building the strongest relationships and on empathy and respect. Our young people recognise a need to be role models but also to lift others, to serve and to give.

We are delighted that our May 2026 ISI inspection found us to have a "significant strength" in belonging. A very rare accolade that recognises our strong sense of community that helps every child flourish.

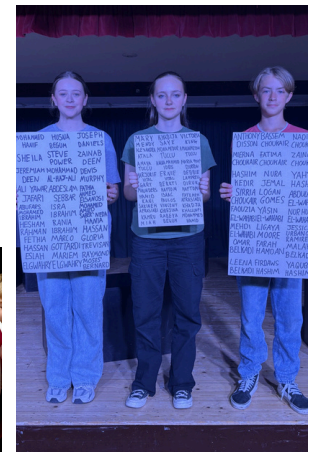
And we love to take education beyond the classroom making the most of our wonderful location and prioritising creativity, teamwork and pupil well-being. While we celebrate achievements right across the co-curricular range, we also acknowledge the value of the arts and exercise in shaping happy, healthy and resilient young lives.



Further Information

Great Ballard School is a delightful, co-educational independent day school, for children aged 2-16 years. Set within 30 acres of the South Downs National Park and the Moore's International Dark Sky Reserve it is ideally situated to provide a stunningly natural educational environment combined with excellent transport links across the County. It is located between the cathedral city of Chichester and the charming market towns of Arundel and Petworth, an area steeped in history and boasting easy access to sandy beaches, fishing villages, historical and family attractions; it is one of the most beautiful locations in South-East England. Although the school is nestled near the south coast, London Victoria is approximately a 75-minute ride away from Barnham or Chichester train stations, Gatwick and Heathrow are easily accessible and Great Ballard School is less than 30 miles from Brighton and Portsmouth.

Whilst there are a number of independent schools in the area, Great Ballard School is truly unique in providing individualised care and support for the children and a safe space in which each pupil can be inspired and discover what they can really achieve. Pupils are known by all staff, not just their form tutor and the school takes great pride in ensuring that none ever feel invisible or overlooked. Great Ballard understands that modern parents have work commitments and busy lives and the extended day is offered to reflect this.



An Exciting Future

Great Ballard's spectacular site spreads from the main building, where our senior classrooms can be found, down to our Pre-Prep hub, Prep courtyard and specialist Science cookery and art centres. Outside we enjoy 30 acres of playing fields and woodlands as well as our own swimming pool and outdoor learning hub. Over the past 5 years the school has tripled in size, expanding from Year 8 up to Year 11 and welcoming an influx of new families across the school.

The school is on an exciting journey and keen to make it with a team who are looking for something fresh, something different and something special.

The 4H Approach



HEAD

Ambitious, tailored teaching focuses on individual progress and encourages intellectual curiosity and future-ready problem solving



HEART

Practical approaches to learning embed collaboration, creativity and communication and foster a diverse range of real world skills



HAND

Empathy and service foster a sense of belonging and self-worth, inspiring students to lift others and lead positive change



HEALTH

Mental and physical wellbeing provide the foundations for confident, spirited learning and vigorous, constructive lives



Role Profile

Responsible to: SENCo

Job Type: Self-employed basis for a fixed term basis.

Start date: 1st September 2026

As our Functional Skills teacher you will be responsible for planning and delivering essential, real-world English skills to individual students following the functional skills curriculum. You will ensure that the work you are delivering is effective and that the child is making sustained progress by ongoing assessment of their work and knowledge. The successful candidate needs to be available to teach 9 x 45-minute lessons per week to a senior school student on a one-to-one basis. Lessons are currently timetabled for Monday and Thursday. The aim is for the child to achieve level 1 reading, writing and speaking in year 10 and level 2 in year 11.

Key Responsibilities

Assess & Plan

- Carry out initial assessments to identify learner starting points and skill gaps. Design and update tailored Individual Learning Plans (ILPs).
- Regularly assess, monitor, review, evaluate and adjust the individual Learning Plan when necessary.

Delivery of Lessons

- Plan and deliver interactive, contextualised lessons.
- Support in the design and delivery of effective Functional Skills programme
- Develop and deliver programmes, ensuring that the necessary educational, organisational and administrative activities are completed.
- Create new learning materials to meet the needs of the learner

Monitor Progress

- Undertake initial interview and assessment to determine learners' levels of competence resulting in the preparation of appropriate learning programmes
- Track attendance, evaluate progress, and provide constructive feedback to keep learners on track for qualifications.
- Monitor the progress of individual learners, providing appropriate levels of guidance, support, to ensure purposeful and effective learning programmes are maintained

Exam Preparation

- Prepare learners for assessments and handle the administration related to entering students for examinations.

Support & Safeguard

- To work collaboratively alongside other staff
- Provide pastoral support and foster a safe, inclusive learning environment, especially for vulnerable or disengaged learners.

- Comply with safeguarding policies, procedures and the employee code of conduct.
- Demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing.
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- Engage with all safeguarding training.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Maintain organisational standards/administrative procedures relating to training and quality record systems.
- Ensure learning and assessments are provided in a safe working environment ensuring compliance with all Health and Safety legislative requirements

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Personal Specification

Qualifications:	Essential	Desirable
Recognised teaching qualification (e.g., PGCE, Cert Ed, PTLLS, DTLLS) or Functional Skills qualified teacher.	✓	
Minimum Level 2 (or equivalent) in English and Mathematics	✓	
Knowledge	Essential	Desirable
A clear understanding of the Functional Skills Curriculum and its application.		✓
Extensive knowledge and understanding of how to use and adapt a range of teaching, Learning strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential	✓	
A robust knowledge of behavioural techniques and theories and their application.	✓	
Awareness of safeguarding issues, current legislation and good practice	✓	
Sound knowledge of planning and assessment techniques.	✓	
Secure knowledge and understanding of the subject(s)/curriculum area(s) and related pedagogy.	✓	

Experience		
Experience of teaching up to GCSE (desirable)		✓
Ability to adapt teaching methods for varying abilities, including Special Educational Needs (SEN/SEMH).	✓	
Relevant classroom teaching experience.		✓
Skills & Abilities	Essential	Desirable
Ability to work effectively with learners with complex needs		✓
Ability to work in a team and establish strong supportive relationships.	✓	
Time management to balance teaching, marking, and administrative tracking.	✓	
Ability to communicate clearly with learners, employers, and support staff.	✓	
Ability to effectively use a variety of teaching and <u>organisational</u> styles and resources, including ICT to deliver outstanding teaching and learning	✓	
Effective <u>organisational</u> skills and ability to <u>prioritise</u> , plan, monitor and evaluate	✓	
Ability to support students effectively	✓	
Ability to work independently and proactively	✓	
Ability to maintain accurate records	✓	
Awareness of and commitment to Equality & Diversity	✓	
Commitment to continual professional development	✓	
Enthusiasm, drive and a real passion for education	✓	

Applications

Interested candidates are invited to contact Jacqui Whall to arrange a confidential discussion about the role: j.whall@greatballard.co.uk or call on 01243 814236.

Please email your completed application form and covering letter (both as PDF files please) to Matt King, at j.whall@greatballard.co.uk.

Closing date for applications is 12pm on Monday 6th July 2026.

The school reserve the right to close this vacancy early should we receive a high volume of applications. We encourage you to submit your application as soon as possible to avoid disappointment.

Safeguarding Statement

Great Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.