



## RIPLEY COURT SCHOOL

### Ripley Court School Job Description

## FIXED TERM TEACHING ASSISTANT

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Purpose of the role:</b>	<p>The main purpose of this role is to provide general support to Class Teachers and to pupils within the classroom.</p> <p>This will include assisting with the delivery of relevant schemes of work, supporting with administrative tasks and providing medical assistance and First Aid where required.</p> <p>This role will be for one academic year on a full time, fixed term basis from September 2026. The role-holder will be required to work Monday to Friday between 8.00am and 4.00pm, during term time only. The role-holder will also be required to cover some break, lunch and after school duties during the week, for which there is a rota and reasonable notice is given.</p> <p>This role will report into the Director of Studies.</p>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Provide general support to the Class Teacher during lessons.</li><li>• Assist with the delivery of relevant schemes of work and assessment.</li><li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.</li><li>• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.</li><li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.</li><li>• Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.</li></ul>

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- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- Use effective behaviour management strategies consistently, in line with the School's policy and procedures.
- Carry out personal care routines as appropriate.
- Read to pupils and assist them with their reading on a daily basis.
- Assist the Class Teacher to produce displays of pupil work within the classroom and other areas of the School.
- Administer First Aid where required.
- Provide supervision of classes in the absence of the Class Teacher.
- Carry out ad-hoc administration to support the Class Teacher where required.
- Run pupil intervention groups as advised by the Class Teacher and school SENCo.
- Assist with break, lunch and after school duties on a rota basis.
- Support with promotion of the School by attending and assisting with School events where possible.
- Participate in and assist with Activities Week and residential.
- Attend INSET training and staff meetings as required.
- Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Undertake such other comparable duties as the Headmaster requires from time to time.

Ripley Court School Person Specification

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of English and Maths at GCSE (grades A-C).</li> </ul>	<ul style="list-style-type: none"> <li>• Technical/professional qualification related to the role e.g. HLTA status, NNEB, or other relevant qualifications at level 2 or 3.</li> <li>• First Aid and Child Protection trained.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working within a similar role.</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Child Development and children's needs.</li> <li>• Effective listening skills.</li> <li>• Ability to communicate confidently with adults and children.</li> <li>• Up to date knowledge of Safeguarding legislation and guidance.</li> <li>• Awareness of Health and Safety and practical hygiene issues.</li> <li>• Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of legislation relevant to Early Years such as EYFS, SEN, Safeguarding etc.</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• A friendly, open, good-humoured, and collaborative attitude, and a commitment to School ethos.</li> <li>• Ability to work flexibly and under pressure.</li> <li>• Empathy for others.</li> <li>• Genuine passion and a belief in the potential of every child.</li> <li>• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.</li> <li>• Ability to maintain consistency and fairness.</li> </ul>	