



RIPLEY COURT SCHOOL

Reed's School incorporating Ripley Court School
Job Description

LEARNING SUPPORT ASSISTANT (SELF-EMPLOYED)

Reed's School is committed to safeguarding and promoting the welfare of all children at Ripley Court School and expects all staff and volunteers to share this commitment.

<p>The Role:</p>	<p>The main purpose of this role is to assist a pupil on a one-to-one basis in achieving their daily tasks around the School.</p> <p>The role-holder will ensure that the pupil has the ability to integrate as fully as possible in the activities generally undertaken by other pupils.</p> <p>The role will initially be for one term, on a part time, self-employed basis, from September 2026 to December 2026, but has the potential to be extended termly.</p> <p>The role-holder will be required to work for 3 hours per day, between 9.00am and 12.00pm, Monday to Friday and the role-holder will work term time only.</p> <p>This role will report into the SENCO.</p>
<p>Main Duties and Responsibilities (this is not an exhaustive list but indicates the range of duties and responsibilities):</p>	<ul style="list-style-type: none">• Accompany and assist the pupil from 9.00-12.00, both in the classroom and out at playtime.• Assist the pupil to get to, and from, each classroom for lessons.• Assist the pupil with tasks in class where required.• Facilitate inclusion in group activities with peers, and support interaction between them.• Provide regular feedback to the SENCO regarding any difficulties which may have arisen for the pupil and progress.• In conjunction with the SENCO, liaise with parents to provide updates on their child's progress.• Develop an understanding of the special educational needs of the pupil concerned.• To liaise, advise and consult with other members of the team supporting the pupil.

	<ul style="list-style-type: none"> • Comply with all School policies. • Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead. • Promote and safeguard the welfare of all children and young persons for who you are responsible and with whom you come into contact. • Carry out other reasonable duties as required by the Headmaster and commensurate with the role.
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Reed's School incorporating Ripley Court School Person Specification LEARNING SUPPORT ASSISTANT (SELF-EMPLOYED)		
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of English and Maths at GCSE (grades A-C) 	<ul style="list-style-type: none"> • SEND qualification • Child Protection training • First Aid qualification
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Excellent organisational skills with the ability to work efficiently and flexibly. • A strong aptitude for problem solving using a solution focused approach. • Excellent interpersonal skills and the ability to build relationships with children, staff and the wider school community. • Ability to support children of different abilities. 	<ul style="list-style-type: none"> • Previous experience of working within a similar learning support role.
Personal Competencies and Qualities	<ul style="list-style-type: none"> • The ability to work on your own and as part of a team. • The ability to build good working relationships with a range of colleagues and children. • Patient and professional approach. • The ability to work calmly and under pressure. 	

	<ul style="list-style-type: none">• Motivation and enthusiasm to work with children and young people.• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.	
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