



## RIPLEY COURT SCHOOL

### Ripley Court School Job Description

#### FIXED TERM SPORTS 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>The Role:</b>	<p>The successful candidate will assist with teaching a variety of sports to pupils and providing support in the classroom where required. This is a developmental role and would be suited to a school leaver or university graduate.</p> <p>This is a fixed term role for one academic year from September 2026 until early July 2027. The role-holder will be required to work 40 hours per week, Monday to Friday, 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 Head of Sport.</p>
<b>Main Duties and Responsibilities:</b>	<p><b>Sport</b></p> <ul style="list-style-type: none"><li>Assist with the teaching of sport and the provision of PE, Swimming and Games for all pupils.</li><li>Assist with School sports fixtures and departmental administration.</li><li>Assist the sports department with the recording and reporting of the development, progress, and attainment of pupils.</li><li>Provide general support to the Head of Sport and work cooperatively with other members of the team.</li></ul> <p><b>Classroom Assistance</b></p> <ul style="list-style-type: none"><li>Provide general support to Class Teachers during lessons.</li><li>Assist Class Teachers to produce displays of pupil work within the classrooms and other areas of the School.</li></ul>

	<ul style="list-style-type: none"> <li>Provide supervision of classes in the absence of the Class Teacher.</li> <li>Carry out ad-hoc administration to support the Class Teacher where required.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Attend INSET training and staff meetings as required.</li> <li>Support with promotion of the School by attending and assisting with School events where possible.</li> <li>Carry out lunch, break time and after school supervisory duties, as required.</li> <li>Participate in and assist with the organisation of Activities Week.</li> <li>Support with internal and external visits for pupils throughout the academic year.</li> <li>Administer First Aid where required.</li> <li>Positively engage with the School's policies and procedures.</li> <li>Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead.</li> <li>Promote and safeguard the welfare of children and young people with whom you come into contact in accordance with the School Behaviour Policy.</li> <li>Carry out other reasonable duties as instructed by the Head of Sport and the Headmaster, and commensurate with the role.</li> </ul>
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## Ripley Court School Person Specification

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to A Level.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification.</li> <li>NPLQ Qualification.</li> </ul>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>Ability to work cooperatively as part of a team.</li> <li>Experience of working with children in a supervisory capacity.</li> <li>Experience of at least two of the following sports:</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working within a School or educational establishment.</li> <li>Experience of working with young people in a coaching capacity.</li> </ul>

	<p>athletics, cricket, dance, football, hockey, netball, rounders, rugby, swimming.</p>	
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality.</li> <li>• Ability to work under pressure.</li> <li>• Motivation and enthusiasm to work with children and young people.</li> <li>• Professional, calm, flexible and proactive approach to work.</li> <li>• The ability to develop excellent working relationships both internally and externally and to work co-operatively to achieve objectives.</li> </ul>	