



RIPLEY COURT SCHOOL

Ripley Court School Job Description

TEACHING ASSISTANT (MATERNITY COVER)

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.

Purpose of the role:	<p>The main purpose of this role is to provide general support to pupils, and to a designated Class Teacher, within the classroom.</p> <p>This will include assisting with the delivery of relevant schemes of work, supporting with administrative tasks such as coordinating school trips and providing medical assistance and First Aid where required.</p> <p>There may be the requirement to assist with After School support, however, this will be on a rota basis and reasonable notice will be given of this.</p> <p>This role will report into the designated Class Teacher.</p>
Main Duties and Responsibilities:	<ul style="list-style-type: none">• Provide general support to the Class Teacher during lessons.• Assist with the delivery of relevant schemes of work and assessment.• Carry out personal care routines as appropriate.• Coordinate the provision of pupil reading books.• 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.• Take the lead when pupils have medical issues and administer First Aid where required.

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- Provide supervision of classes in the absence of the Class Teacher.
- Support with coordinating school trips for pupils throughout the academic year, in liaison with the Class Teacher.
- Assist with coordinating and organising Activities Week on an annual basis.
- Support with the completion of risk assessments for internal and external visits.
- Compile lists of resources to order, including all pupil exercise books, for a designated area of the School.
- Carry out ad-hoc administration to support the Class Teacher where required.
- Assist with the School Reading Scheme and implement and maintain the budget for reading books.
- Run pupil intervention groups as advised by the class teacher and school SENCO.
- Assist with After School support where required (this will be on a rota basis and reasonable notice will be given of this).
- Raise child protection issues, reporting any concerns to the Designated Safeguarding Lead.
- Undertake such other comparable duties as the Headteacher requires from time to time.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Attend inset training and staff training meetings as required.

Ripley Court School Person Specification

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

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	<ul style="list-style-type: none">• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.• Ability to maintain consistency and fairness.	
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