



RIPLEY COURT SCHOOL

Ripley Court School Job Description

FIXED TERM CLASSROOM 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.

Purpose of the role:	<p>The main purpose of this role is to assist with providing general support to Class Teachers and to pupils within the classroom. The ideal candidate will have previous experience of working in a similar role within a school or educational establishment. The role-holder will also have a keen interest in sports and will assist with teaching a variety of sports to pupils to support with the delivery of PE, Swimming and Games.</p> <p>This role will be for one academic year on a full time, fixed term basis from September 2026 until early July 2027. The role-holder will be required to work 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 Director of Studies.</p>
Main Duties and Responsibilities:	<p>Classroom Assistance</p> <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.• 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.• Provide supervision of classes in the absence of the Class Teacher.• Carry out ad-hoc administration to support the Class Teacher where required.

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Sport

- Assist with the teaching of sport and the provision of PE, Swimming and Games for all pupils.
- Assist with School sports fixtures, both at home and away.
- Carry out ad-hoc administration to support the Sports department where required.

General

- Attend INSET training and staff meetings as required.
- Work cooperatively with other members of the team.
- Support with promotion of the School by attending and assisting with School events where possible.
- Carry out lunch, break time and after school supervisory duties, as required.
- Participate in and assist with the organisation of Activities Week.
- Support with internal and external visits for pupils throughout the academic year.
- Administer First Aid where required.
- Positively engage with the School's policies and procedures.
- 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 in accordance with the School Behaviour Policy.
- Undertake such other comparable duties as the Headmaster or Director of Studies requires from time to time.

Ripley Court School Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A Level. 	<ul style="list-style-type: none"> • First Aid qualification. • NPLQ Qualification.
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to work cooperatively as part of a team. • Experience of working with children in a supervisory capacity. • Ability to communicate confidently with adults and children. • Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary. 	<ul style="list-style-type: none"> • Previous experience of working within a similar role in School or educational establishment. • Experience of working with young people in a coaching capacity. • Experience of at least two of the following sports: athletics, cricket, dance, football, hockey, netball, rounders, rugby, swimming.
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to maintain confidentiality. • Ability to work under pressure. • Motivation and enthusiasm to work with children and young people. • Professional, calm, flexible and proactive approach to work. • The ability to develop excellent working relationships both internally and externally and to work co-operatively to achieve objectives. 	