



## RIPLEY COURT SCHOOL

### Ripley Court School Job Description **SPORTS ASSISTANT**

Reed's 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 support with teaching pupils a variety of sports and also contribute to the extracurricular life of the school as required.</p> <p>This role will report into the Director of Sport and is term time only, fixed term for 1 academic year.</p>
<b>Main Duties and Responsibilities (this is not an exhaustive list but indicates the range of duties and responsibilities):</b>	<ul style="list-style-type: none"><li>• Assist with the teaching of sport for all pupils.</li><li>• Assist with school sports fixtures and departmental administration.</li><li>• Assist with the recording and reporting of the development, progress and attainment of pupils.</li><li>• Accompany and assist the department in the coordination of sports fixtures and trips.</li><li>• Provide support to the Director of Sport and work cooperatively with other members of staff.</li><li>• Carry out lunch and break time supervisory duties, as required.</li><li>• Support pupils in alternative curriculum lessons where the need arises.</li><li>• Support teachers with daily tasks including listening to individual readers.</li><li>• Be familiar with the aims and objectives of the School as outlined in the staff handbook.</li><li>• Attend suitable INSET as required under the guidance of the Director of Sport.</li><li>• Assist within all areas of the School should the occasion arise.</li><li>• Promote the school to prospective parents.</li></ul>

	<ul style="list-style-type: none"> <li>• Positively engage with the School's policies and procedures.</li> <li>• Promote and safeguard the welfare of children and young persons with whom you come into contact.</li> <li>• Carry out other reasonable duties as instructed by the Director of Sport and Headmistress and commensurate with the role.</li> <li>• This job description should be seen as enabling rather than restrictive and is subject to regular review.</li> </ul>
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**Ripley Court School**  
**Person Specification**  
**SPORTS ASSISTANT**

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	<b>Essential</b>	<b>Desirable</b>
<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> </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 at least two of the following sports: athletics, cricket, dance, football, hockey, netball, rounders, rugby, swimming.</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>
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain relationships.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to work under pressure.</li> </ul>	