

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Application pack

## TEACHING ASSISTANT (2B)

November 2020

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

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November 2020

Dear Applicant

Thank you for your interest in applying for the post of Teaching Assistant at Ripley. There are 2 posts available; one is permanent and one temporary until 31 August 2021. I hope the attached documentation will provide you with the information you need and that you will feel encouraged to apply for one of these posts.

Ripley is a large and very successful secondary school with a long history and great tradition. There are currently over 1750 children on roll, with 400 of these in the Sixth Form, and there are around 180 staff. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The school serves a very wide community with pupils coming from around 60 primary schools. As the lead school in our MAT, The Bay Learning Trust, we work closely with other local schools to provide the best educational opportunities for children in the Lancaster and Morecambe area.

We are first and foremost a Church of England school. We seek to provide an education for life, enabling each member of our school community to flourish and to live life to the full. We want our young people to grow in body, mind and spirit during their time with us. This means we offer a broad and rich curriculum, alongside a huge range of co-curricular opportunities, so that each young person can discover where their God-given gifts and talents lie. We live out our Christian distinctiveness through regular acts of worship as well as through our Christian values which influence how we treat each member of our school community.

One of our most unusual features is our school farm. Pupils in Key Stage 3 all enjoy Agriculture and Horticulture lessons and it is a real pleasure to see our sheep, horses and alpacas in the school paddock when we arrive at school!

We are proud to be one of the highest performing non-selective schools in Lancashire. Our GCSE results are consistently amongst the best in the country, averaging around 85% 9-4 in English and Maths. We also have one of the largest school sixth forms in the country, offering a wide range of courses and welcoming students both from Ripley and from other local secondary schools. Ofsted and the Church School inspectors both said we were 'outstanding' at our most recent inspections and our teacher training provision was equally graded 'outstanding' in 2017.

We promote a culture of excellence here at Ripley and we expect the highest standards from our young people. We want pupils from all backgrounds and from all starting points to do well and we believe that the best way to achieve this is through excellent teaching, strong discipline and hard work.

*Believe.....*

Principal Mrs C Walmsley  
Chair of Governors Mrs J Garnett

The Bay Learning Trust. Company Number: 07588464  
Registered in England & Wales



As a National Teaching School, we offer staff support and training of the highest quality at all stages of their career. We are looking for staff who are learners themselves, who are prepared to work hard and contribute to our whole school community, and who will support our ethos, whatever their own faith position might be.

At Ripley, we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

Please do take a look at our school website to learn more about who we are. I would particularly recommend the videos for Open Evening and for the Year 6 transition which will show you our magnificent grounds. If you would like to visit the school prior to applying, please contact my Executive Assistant, Mrs Rees on the school number or by email [reesj@ripley.lancs.sch.uk](mailto:reesj@ripley.lancs.sch.uk). If you would like to make an application, please complete the form (stating whether you are applying for the permanent or temporary position) and write a letter (no longer than 2 sides of A4 – font Tahoma 11) outlining how your skills and experience fit you for the post and how you will contribute to Ripley.

Ripley is a very welcoming and close knit community – we often talk about The Ripley Family – and it is a great place to work! If you would like to be part of this dynamic and successful academy and you feel you have the qualities we are looking for, I would encourage you to apply for this post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Walmsley', written in a cursive style.

Mrs C Walmsley  
Principal



## RIPLEY ST THOMAS CHURCH OF ENGLAND ACADEMY

Ripley was founded in 1864 by Julia and Thomas Ripley. Their gift to the city of Lancaster was our school with its beautiful buildings and grounds. The Ripleys' spirit of faith, hard work and service is still at the core of what we do now, over 150 years later. Today, Ripley is a school family made up of over 1750 children and young people and 180 members of staff. We continue the Ripley story by offering the best possible education to all our young people, firmly grounded in our Christian faith.

### About us:

- Our pupils and students are fantastic—they are highly motivated and engaged young people with supportive and caring parents.
- As a Church of England school we aim to maintain a distinctly Christian ethos while being genuinely welcoming and inclusive.
- We have over 1750 pupils and students, including nearly 400 in our large sixth form
- The school admits 280 children into year 7 each year, and is heavily oversubscribed.
- Our long tradition of academic excellence places us among the highest achieving, non-selective schools in the country.
- Our Christian foundation is central to what we do and what we are.
- We offer a rich co-curricular provision, including music, drama and sport. We believe this gives our pupils and students essential buy in to the work of the school.
- We have the largest school sixth form in the area and we offer a very wide range of subjects. Our purpose built sixth form centre gives us a modern area in which to work and study. It allows us to have a distinctive sixth form which is still closely linked to the main school.
- One of our most unusual features is our working farm. All children in KS3 study Agriculture and Horticulture, and can opt to continue this study at KS4 and in the sixth form.
- We offer an academic curriculum and value hard work and high standards of teaching and learning.
- We are one of the highest achieving non-selective schools in the country, with 83% of our pupils achieving good passes in English and Maths in 2019.
- Pupils make good progress with us. In 2019 our progress score at GCSE was +0.24
- We have very little “in year mobility”. This stable population means that we can get to know every child and young person very well.
- We invest heavily in our pastoral system with teachers and support staff working as progress leaders in every year group.
- We are a lead school within the Bay Learning Trust. The Trust is growing fast and currently has four local schools working together. This gives colleagues the opportunity to work collaboratively with people in different contexts and is a way in which we promote career progression and CPD.
- Ripley is a Teaching School. We also run a successful SCITT and we recruit many of the teachers we train.



## ABOUT RIPLEY

### Introduction:

Ripley St Thomas Academy started life as the Ripley Hospital, a charitable foundation endowed in 1864 by Julia Ripley in accordance with her late husband's wishes. Thomas Ripley was a local man who had made a fortune trading out of Liverpool and as he and Julia were childless they wished to spend their fortune in accordance with their Christian beliefs to benefit their home town. The Ripley Hospital originally provided for orphaned children in Lancaster and Liverpool. The buildings and the grounds were endowed by Julia Ripley and included a farm to ensure the children grew up well nourished. The farm still thrives and is one of our many unique features. The work of the Hospital continued until the outbreak of World War II when the building was requisitioned by the army. For three years after the war it was used as an emergency Teachers' Training College. After the trainee teachers left, the building became a National School, then a boys' secondary modern school. In 1966 the Boys' School amalgamated with St. Thomas Girls' School to become Ripley St. Thomas Church of England School. We became an academy in 2011, and set up the Bay Learning Trust in 2016 to ensure the school continued to serve its local area. The Bay Learning Trust now has four schools working in collaboration with a vision to ensure that all young people in the area have the opportunity to receive an excellent education.

### A Church of England School

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. Our aim is simply to serve our local community through providing an outstanding education to children of all faiths and none. We emphasise our Christian distinctiveness through regular acts of worship, but more importantly by valuing and caring for every member of our community.

### National Teaching School and SCITT

Ripley is a National Teaching School and School Centred ITT provider. We work within our Teaching School Alliance, in collaboration with other schools in the area. This enables us to share expertise with a wide range of colleagues, and ensure that we always have opportunities to improve our professional practice.

### Curriculum

Ripley aims to provide a curriculum that meets the needs of all pupils by offering a breadth of educational opportunity. Subjects are taught according to National Curriculum guidelines and a wide range of teaching and learning styles are used to ensure that pupils are actively engaged in their lessons. We have a three year KS4, so in Years 9, 10 and 11 all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and PE. In addition, pupils select 3 option courses from a wide-ranging choice of GCSE subjects. We give our pupils the opportunity to take the EBacc suite of qualifications, with the most able following single science courses. The curriculum is based on five 60 minute periods per day, organised as a two week timetable.

Our post-16 provision offers a wide choice of A Level courses, as well as BTECs in some vocational subjects.



### **Pastoral care and academic guidance**

The Progress Leaders, assistant Progress Leaders and Progress Tutors have responsibility for the welfare, academic progress and discipline of the pupils in their care. The tutors in each year group team have a particularly important role since they look after the same group of children as they move through the school. Time is set aside each day for a programme of activities designed to promote the pupils' social and learning skills, support literacy, and to enable tutors to get to know each pupil as an individual. Pupil Voice is important at Ripley and we have an active School Council and Year Group Councils.

### **Links between home and school**

We aim to develop strong links between home and school. We hold parents' evening meetings between staff and parents to discuss any concerns, acknowledge successes and agree targets for further improvement.

Parents also receive termly monitoring reports and are provided with regular communications about developments in school.

In addition, we publish newsletters and organise information evenings for parents at key points in their children's education, together with prize evenings to celebrate the success of pupils at different Key Stages.

### **Special educational needs and disabilities**

At Ripley we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area. Teaching assistants also offer additional individual support and intervention where needed.

### **Co-curricular activities**

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include cookery club, drama club, eco club, farm club and many others. There are a wide range of opportunities in physical education with hundreds of children involved in sports team practices every evening. The school enjoys a national reputation for music; we have school bands and choirs, and a large number of musical functions are held annually. There are also excellent opportunities for pupils to begin or continue instrumental tuition as well as to participate in the annual school musical production. Educational visits and exchanges take place throughout the year. These enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.

### **ICT resources**

In recent years the school has invested heavily to develop our ICT provision and we have a state of the art wifi system and an excellent Virtual Learning Environment. Every teacher has a laptop for personal use, and a PC in their classroom.

### **Ripley active in the community**

Pupils and students at Ripley are encouraged to learn from the expertise, experience and information available within the local community. The school in return aims to provide a significant contribution to the community through the high-quality education,



guidance and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Ripley is active in its support of charities and we organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses.

### **Our local area**

Despite being a university city and home to 138,000 people, over two thirds of Lancaster is classed as rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Lancaster benefits from excellent rail and road links, indeed the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live, but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast and Morecambe Bay are within 40 minutes drive. The Lake District is 30 minutes away. Liverpool and Manchester are less than 1 hour away. London is less than 3 hours away by train, with Lancaster being a mainline west coast station, giving easy access to Scotland.



## JOB DESCRIPTION

There are two posts available - one is permanent, and one is temporary until 31 August 2021. Both are term time only.

<b>Role:</b>	Teaching Assistant Level 2b
<b>Grade:</b>	NJC APT&C Grade 5 (Points 6-11)
<b>Hours per week:</b>	27hrs 55mins to be worked 8.45am to 3.05pm (inclusive of unpaid breaks totalling 45 mins per day) Monday to Friday
<b>Working weeks:</b>	38
<b>Paid weeks per year:</b>	43.89
<b>Pro rata holiday entitlement:</b>	5.89 weeks
<b>Pro rata salary range:</b>	£12,510 - £13,812 (FTE Annual Salary £19,698 - £21,748)
<b>Start Date:</b>	4 January 2021 or as soon as possible thereafter

### Job Purpose:

Under the general supervision and direction of the class teacher or Learning Support Manager, to plan and implement learning activities for individuals and groups. To monitor pupil progress, provide feedback to the class teacher and establish supportive and constructive relationships with pupils and staff. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

**Responsible to:** Mrs A Casson, Vice Principal

### Main responsibilities of the post:

#### Support for pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme .
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.
- To supervise and lead small groups of pupils or individual pupils who need specific intervention.

#### Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work.

#### **Support for the school**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

#### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.

**In addition to the above, the postholder may be required to carry out any other duties commensurate with this post as directed by the line manager.**

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of ongoing continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

*The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.

## PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
<b>Qualifications</b> NVQ level 2 or above qualification –appropriate to the post (or equivalent) Level 2 (grade C or above or equivalent) qualification in English/Literacy and Mathematics/Numeracy	D D
<b>Experience</b> Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting pupils with challenging behaviour Experience of particular SEND specialism such a sensory impairment, hearing impairment, ASC, EAL	E D D D D
<b>Knowledge/skills/abilities</b> Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Specific SEND skills in the areas shown above under the heading Experience Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E D D D D E D D D E D D E
<b>Other</b> Commitment to undertake in–service development Commitment to safeguarding and protecting the welfare of children and young people	E E

## APPLICATION CLOSING DATE

**The closing date for applications is**

**Monday 7 December (midday)**

**Shortlisted candidates will be contacted shortly after this date.**

If you have not heard from us by 10 December 2020 please assume your application has been unsuccessful.

**Interviews will be held:**

**Thursday 12 December 2020**

**Applications may be submitted by email to [reesj@ripley.lancs.sch.uk](mailto:reesj@ripley.lancs.sch.uk) or by post.**

Ripley St Thomas CE Academy and the Bay Learning Trust are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.