

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



Application pack

## TEACHING ASSISTANT LEVEL 2B

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

ripleystthomas.com  
Ashton Road, Lancaster LA1 4RS



01524 64496  
admin@ripley.lancs.sch.uk

June 2024

Dear Applicant

Thank you for your interest in applying for the post of Teaching Assistant (Level 2b). I hope the attached documentation will provide you with the information you need and that you will feel encouraged to apply for this post.

Ripley is a large and very successful secondary school with a long history and great tradition. There are currently 1680 children on roll, with 300 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.

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

*An education for life*

**Headteacher** Mr E. Goddard  
**Chair of Governors** Mrs J. Hodgson

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



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 (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.

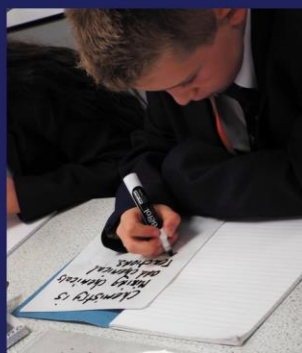
Yours sincerely



Mr E Goddard  
Headteacher



*Mr E Goddard*



## 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 1700 pupils and students, including 300 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 80% of our pupils achieving good passes in English and Maths in 2022.
- Pupils make good progress with us. In 2022 our progress score at GCSE was +0.39.
- Religious Education is a core subject and is compulsory for all students at KS4. We are developing our core RE programme at KS5.
- 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.
- We have a successful SCITT and we regularly recruit teachers we have trained.

## 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 six 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.

### SCITT

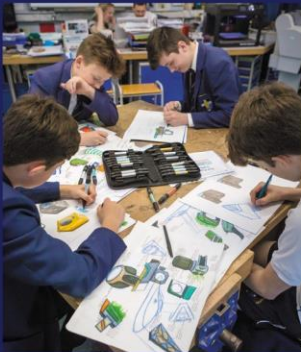
Ripley is a School Centred ITT provider. We work in collaboration with other schools in the area to provide high quality training for new teachers.

### Leadership

Mr Ed Goddard took on the role as Headteacher in May 2023, following 2 years working at Ripley as Deputy Headteacher at Ripley. Mrs Catherine Walmsley was previously Headteacher from September 2020, and is now the Executive Headteacher. Mr Goddard leads a forward-thinking and committed Senior Leadership Team. The team comprises two Deputy Headteachers, a Senior Assistant Headteacher, Head of Sixth Form, two Assistant Headteachers, Deputy Head of Sixth Form, and the School Business Manager. We regularly offer internships to the Senior Leadership Team to give aspiring senior leaders opportunities for development.

### Curriculum

Ripley aims to provide a challenging and broad curriculum from ages 11 - 18. Subjects are taught in line with the National Curriculum and a wide range of teaching and learning styles are used to ensure that pupils are actively engaged in their lessons. We operate a two year KS4. In Years 10 and 11 all pupils follow a core curriculum of English, Mathematics, Science, RE, PSHE/RSE 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.





### **Sixth Form**

Ripley Sixth Form is incredibly popular and one of the largest school sixth forms in the area. Our Sixth Form is led by Mr Malcolm Sim, alongside an experienced team of Heads of Year and Sixth Form tutors. Our post-16 provision offers a wide choice of A Level courses, as well as a small number of BTECs. Students study three A Level subjects, alongside a tutorial and enrichment programme to complement their studies.

### **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 consultative 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**

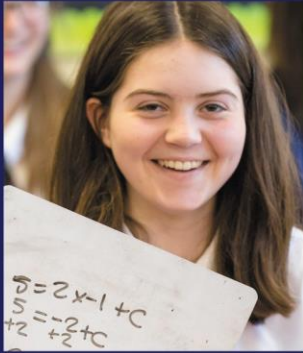
At Ripley we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area. Teaching assistants also offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

### **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 is 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 all appear in our annual programme. Enrichment activities are vital to the development of our pupils and we continue to seek new and exciting educational opportunities to develop each individual.

### **School uniform**

We set high standards of personal appearance. Pupils are expected to dress smartly for a learning environment. School uniform is compulsory for all pupils in Years 7 to 11.



### 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, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

### 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.



*The Historic City*



*Crook O' Lune*



*Lancaster Castle*



*Williamson Park*

## WHY WORK FOR US?

- A bespoke CPD programme for all staff, exciting career opportunities
- Access to a range of Middle and Senior Leadership Programmes.
- Visible and high profile Senior Leadership Team
- Collaborative planning with centralised, shared schemes of learning and resources
- Close working relationship with colleagues across our multi-academy Trust

Employees can benefit from:

- Competitive salary
- Pension scheme
- Family-friendly leave, pay and working arrangements
- Free on-site parking
- Use of the school fitness suite, running track and pool
- Use of the school chapel for quiet reflection and prayer
- Relevant CPD opportunities
- An enthusiastic and highly professional staff team
- A professional working environment in which all staff are valued, listened to and encouraged to use their gifts and talents
- The opportunity to teach A Level in our purpose built Sixth Form centre

**“  
Staff are extremely proud to work  
at the school”**

” Ofsted

**“  
Pupils and students benefit from  
an extremely high-quality  
education, including an  
aspirational curriculum”**

” Ofsted

**“  
The behaviour of pupils and  
students is exemplary”**

” Ofsted

**“  
Pupils and students are highly  
articulate, self-motivated and  
determined to succeed”**

” Ofsted





## ABOUT THE BAY LEARNING TRUST

The Bay Learning Trust is a community of like-minded schools. We serve our community to enable pupils to flourish and achieve excellence.

The Trust was set up by Ripley St Thomas Church of England Academy in 2016. In 2018 we were delighted to welcome Carnforth High School into our Trust family, and then Morecambe Bay Academy and Central Lancaster High School in 2019, followed by Longridge High School in 2023. On the 1st February 2024, The Bay Learning Trust further expanded by welcoming Barnacre Road Primary School into the Trust family.

## OUR VISION AND VALUES

As the founding school, Ripley's Christian ethos sits at the heart of the ethos of our Multi Academy Trust.

**Excellence, Integrity** and **Service** sit at the heart of all we do and underpin how we work together within our schools and our wider community.

### Our Vision:

Our vision is to build a family of like-minded primary and secondary schools in the geographical area of Morecambe Bay who work and learn together to secure an excellent education for all our young people.

### Our Values:

- Reciprocity: every school contributes to our learning
- Generosity: we are all concerned about all our schools and support each other willingly
- Honesty: we acknowledge both our strengths and weaknesses
- Humility: we recognise that we all have much to learn

## OUR PRINCIPLES AND AIMS

### Our Principles:

- Our young people always come first
- Our young people should have opportunities to develop in body, mind and spirit
- Our young people can all be successful

### Our Aims:

- Improve and sustain high levels of school performance
- Develop a self-sustaining community that learns from each other and from the best available external practice
- Allow schools to focus on teaching and learning through a central team that supports them with finance, buildings and staffing
- To ensure that our schools remain financially sustainable
- Develop our premises to create the best possible learning environment



## DEPARTMENTAL INFORMATION

**SENDCO: Mrs H Best**  
**Assistant SENDCos: Mrs K Price and Mrs K Norman**

We are a growing team which includes Teaching Assistants at various levels and an Administrative Assistant, and we share best practice and areas of expertise with one another. As a general rule our level 2 and 3 Teaching Assistants work in classrooms to support pupils in lessons under the guidance of the class teacher. This enables pupils to have access to a full and varied curriculum. The Teaching Assistants support across the year groups and in a variety of subjects. Our HLTA and level 3 TA withdraw pupils on a short-term rota basis for literacy intervention; numbers have risen recently due to time lost because of COVID.

During registration and assembly times pupils come to Learning Support for various interventions or to have support with organisation or homework. We also use this time to catch up with hearing impaired and vulnerable pupils on a 1:1 basis to ensure they are continuing to access the curriculum. Working in this way, on a 1:1 basis or in very small groups, enables relationships to be built and strengthened, and trust to grow.

We currently have 19 pupils on roll who have an EHCP. There are however many more on the SEN register who have a diagnosis of a special educational need or who access support.

Exam Access Arrangements are also overseen by the Department from initial screening and testing to monitoring and making official applications for GCSEs and A levels. Teaching Assistants also read and/or scribe for pupils who would otherwise be at a disadvantage.

The department is part of a wider network of support for pupils encompassing the Pastoral team, Chaplain etc, and we work closely with other staff members to ensure that our most vulnerable pupils receive the support and care they need in order to thrive and grow and reach their full potential.

## JOB DESCRIPTION

<b>Role:</b>	Teaching Assistant Level 2b
<b>Grade:</b>	NJC APT&C Grade 5 (Points 6-11)
<b>Hours per week:</b>	30 hours per week to be worked 8.30am to 3.15pm (inclusive of unpaid breaks totalling 45 mins per day) Monday to Friday
<b>Working weeks:</b>	38
<b>Paid weeks per year:</b>	44.09 (including pro rata holiday entitlement)
<b>Pro rata salary range:</b>	£16,380 - £17,810 (FTE Annual Salary £23,893 - £25,979)
<b>Start Date:</b>	September 2024

### Academy Vision Statement

As a Christian community, we aim to provide an education which enables all members of our Ripley family to flourish academically, personally and spiritually. Through acts of faith, hope and love, we encourage our young people to live well, to serve others and to make a difference in the world.

*'And now these three remain: faith, hope and love. But the greatest of these is love.'*

1 Corinthians 13:13

### Our aims:

1. We aim to follow the examples and teaching of Jesus Christ.
2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.

### All staff are expected to model the following values, behaviours and attitudes:

- Actively supporting, articulating and promoting the Christian values and ethos of this Church of England Academy, including leading form worship
- Putting pupils first and being positive about young people
- Committing fully to the safeguarding of pupils
- Having a commitment to excellence and high standards in everything we do
- Having, and communicating, the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility
- Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect
- Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams.
- A willingness to contribute to school life beyond the curriculum

**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:** SENDCo

**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

Essential (E)  
or  
Desirable (D)

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

## SELECTION PROCESS

Application	Interview Activities	Formal Interview
<p>Through your application form and letter, we are looking for:</p> <ul style="list-style-type: none"><li>• Previous experience</li><li>• What positive impact you could have on our school</li><li>• Your personality, attitude and what makes you unique</li><li>• Why you want to work at Ripley St Thomas</li></ul>	<p>The following activities may form part of the interview day:</p> <ul style="list-style-type: none"><li>• Tour of the school</li><li>• Job related task</li><li>• Meet with department staff</li></ul>	<p>The interview panel will comprise the Headteacher and senior staff</p>

In line with our safeguarding policies, we are unable to accept CVs. To apply for this post you must complete the application form.

### APPLICATION CLOSING DATE

**The closing date for applications is**

**Midday on Friday 28 June 2024**

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

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

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. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.