



# FOREST PREPARATORY SCHOOL

**Year 2 Teaching Assistant (Maternity cover)**  
**01/11/2021 – 06/07/2022**

## Person Specification

Factors	Essential	Desirable
<b>Qualifications &amp; Training</b>	Good numeracy/literacy skills Willingness to participate in other development and training opportunities	Hold relevant qualifications at a level equivalent to at least NVQ Level 3.
<b>Experience</b>	Understanding of the importance of Safeguarding and Child Protection Relevant work experience in a similar background within an Early Years or KS1 setting A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting. Understanding of relevant policies/codes of practice and awareness of relevant legislation	
<b>Knowledge &amp; Skills</b>	To be able to maintain effective record keeping Ability to supervise groups of pupils Ability to self-evaluate learning needs and actively seek learning opportunities Ability to support other TA's and support staff. Ability to effectively use ICT to support learning, or to undertake training to do so Knowledge of the requirements of the national literacy and numeracy strategies. Effective oral and written communication skills. Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts. Good organisational and time management skills. Able to form and maintain appropriate professional relationships and boundaries with children and young people. Ability to deal with sensitive information in a confidential manner. An understanding of and a genuine commitment to Equal Opportunities.	
<b>Personal Qualities</b>	A positive interest in working with children Adaptability Ability and willingness to work constructively as part of a team Ability to work calmly and with patience To build positive relationships with both student and parents. Empathy with young people facing barriers to their learning. A commitment to helping young pupils achieve, through education and learning. Emotionally literate	To be a positive role model to other staff and pupils  A sense of humour