



FOREST PREPARATORY SCHOOL

Independent Prep School
for boys and girls aged 4 – 11
in Northeast London



Teaching Assistant (TA/HLTA)

From April or September 2025



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Safeguarding

The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy. The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

Contact Details

Address: Forest School, College Place, London E17 3PY

Telephone: 020 8352 6620

Email: prep@forest.org.uk

Website: <https://www.forest.org.uk/prep>



Welcome from the Head

Dear applicant

Thank you for your interest in the post of **Teaching Assistant (TA/HLTA)** at Forest Prep School.

Following the expansion of the Preparatory School, we are seeking to appoint an exceptional and dynamic teaching assistants to join our outstanding Year 5&6 team from September 2024.

At Forest Prep, we are passionate about providing a rich educational journey, nurturing empathetic, collaborative, and intellectually agile pupils. Our broad curriculum includes core subjects and diverse disciplines, supporting both academic and personal growth. Co-curricular activities are essential here, offering pupils numerous opportunities to develop their interests and leadership skills.



More than academic excellence, we prepare our pupils for life's next steps. Our engaging curriculum and various activities build confidence, trust, and vital life skills. Our pupils leave us ready to embrace their future with resilience and curiosity.

For a glimpse into Forest Prep's vibrant community, please take a look around our website at forest.org.uk. Forest Prep is a remarkable school, and we seek remarkable people.

We are excited about you potentially joining our team and look forward to your hearing from you.

Best wishes

James Sanderson FRSA, FCCT
Headmaster





About Forest Preparatory School

Benefiting from the structure and the economies of scale it brings, Forest Preparatory School is a vital component of an all-through school which teaches pupils from 4 to 18. Forest Preparatory School has expanded recently to 4 form entry in the Pre-Prep and a total of 480 pupils altogether.

Forest Preparatory School Vision Aims and Values

Vision

Forest Preparatory School will provide an education founded on challenge, breadth and personal fulfilment. Our learning environments will be ambitious, inclusive, creative and industrious spaces where teachers inspire and support pupils to exceed their expectations and to strive for ambitious goals. Forest Prep pupils will achieve more than academic excellence; they will become remarkable young people, empowered to make a positive difference in a changing world. Our staff will champion each and every pupil and nurture in them the qualities of initiative, perseverance and responsibility.

Aims

Forest Preparatory School will equip pupils to flourish in the world into which they will grow up and prepare them for the next stage of their education. We will achieve this by:

- Curating a broad and innovative curriculum
- Building pupils' capacity to learn and to lead
- Challenging pupils to think deeply and to develop self-reliance
- Nurturing pupils' personal development in an atmosphere of trust, fairness and community
- Developing pupils' sense of empathy, compassion and global citizenship
- Caring for all aspects of pupils' wellbeing and teaching them to practise self-care

Values: IPR

Pupils will demonstrate initiative by being:

- inquiring
- adaptable
- a communicator

Pupils will demonstrate perseverance by being:

- organised
- problem-solving
- resilient

Pupils will demonstrate responsibility by being:

- respectful
- a collaborator
- a leader





The Role: Teaching Assistant

Forest Prep School is seeking dedicated and enthusiastic Teaching Assistants to provide support to pupils and teachers in our vibrant and inclusive independent school. As a Teaching Assistant, your primary responsibility will be to assist in creating a safe and stimulating learning environment for our pupils.

The successful candidates will be proactive, flexible, and willing to contribute to the holistic development of our pupils. A passion for education, excellent communication skills, and the ability to work collaboratively are essential for this role. Forest Prep School provides a supportive and stimulating work environment, allowing teaching assistants to grow and develop their skills while making a positive impact on pupils' lives.

Key Duties And Responsibilities

Support for Pupils

- Supervise and provide individualised support for pupils, ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed
- Provide detailed and regular feedback to teachers on pupil progress etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support, e.g. Photocopying, typing, filing, collecting money etc.

Support for the Curriculum

- To take responsibility for the storage and proper use of teaching materials and books within class as directed by the Form Teachers



- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and contribute to staff meetings, Open Day and other such School functions as may be required by the Head of the Preparatory School
- To participate in the School's appraisal process and INSET as deemed appropriate for professional development
- To undertake any additional responsibilities and duties which may reasonably be required of you by the Head of the Preparatory School, e.g. co-curricular activities, playground supervision duties etc.

Other Professional Duties

- Attend all Open Days, Parents' Evenings, Chapel services, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School
- Participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.

Why work at Forest?

There are many benefits of working at Forest school, as staff are our single most important asset.

Key benefits

- Generous CPD budget
- Comprehensive Professional Development Review system
- Opportunities to contribute to the wider community via our extensive Outreach Programme
- Free hot lunch (takeaway sandwich lunch also available) and refreshments throughout the day
- 20% fee remission (pro-rata for part time staff) for children attending Forest which is applicable Reception-Y13
- Subsidised membership to the on-site Sylvestrian Leisure Centre
- Membership of the School's Group Life Assurance scheme and Personal Accident Scheme
- Contribution towards private medical insurance fees
- Membership of a pension scheme



Class sizes

- Reception - Year 2: 16 per class with a full-time Teaching Assistant in each class
- Year 3: 24 per class with a full-time Teaching Assistant in each class
- Year 4 - Year 6: 24 per class with shared Teaching Assistants across the phase

Professional Responsibilities

- Support and foster the aims of the School.
- Engage in professional development to enhance teaching and pupils' learning.
- Participate in weekly lunch-time TA staff development meetings and before-school briefings, occasional after-school INSET, start-of-term INSET days, and parent meetings as required.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including scheduled and unscheduled supervision duties and cover for absent colleagues, as are allocated to them by the Prep School Leadership Team, punctually and efficiently.
- Attend Prize Giving Ceremony, Harvest Festival, Information/Parents' Evenings and similar important functions both in-and-out of normal School hours and participate in Open Days for prospective parents and pupils.
- Notify the Head of the Prep School and Senior Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend additional and relevant in-service CPD each year, after obtaining the agreement of the Head of the Prep School.
- Participate in mutual lesson observations both within, and beyond the Prep School, as a part of sharing best practice.
- Take part in the School's performance management scheme and appraisal system.
- If during the course of time, the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post-holder.
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Prep School.





Person Specification

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| QUALIFICATIONS: | | |
| NVQ Level 3/4 or equivalent qualification in Supporting Teaching and Learning | X | |
| EXPERIENCE: | | |
| Prior experience as a teaching assistant in the maintained primary or independent preparatory or Early Years (FS 1/2) sectors | X | |
| Appropriate co-curricular interests and experience | X | |
| KNOWLEDGE & SKILLS: | | |
| A thorough understanding of safeguarding best practice | X | |
| An understanding of how to implement interventions to support learning in the classroom | X | |
| The ability to work with the needs of the pupils and parents in our culturally diverse community | X | |
| The ability to organise and prioritise your own workload whilst working alone, and as part of a team | X | |
| APTITUDES: | | |
| Outstanding and innovative practitioner | X | |
| The capacity to inspire and motivate pupils | X | |
| High personal and professional standards | X | |
| Effective time management, documentation and organizational skills | X | |
| Commitment to professional development | X | |
| Confident with technology | X | |
| Interpersonal skills | X | |
| Effective communicator | X | |
| Approachable | X | |
| Sensitivity and humour | X | |
| A willingness to contribute to enrichment activities | X | |

The Process

Applications are via the application form on TES and applications will be reviewed on an ongoing basis, so early applications are encouraged. The School reserves the right to make an appointment at any stage.

Applications will close on 7th February, 2025 at 12 midday

Interviews will be held in the following week commencing 10th February, 2025



FOREST
PREPARATORY
SCHOOL

Forest Preparatory School: Where Young People Grow