



**FOREST
PREPARATORY
SCHOOL**



Teaching Assistant

with a particular interest in the Early Years

Part Time (Term Time Only)

Temporary contract starting September 2026 (12 months)

A Message from Mr Booth

Welcome to Forest Preparatory School.

At Forest we believe that we have found a perfect balance in pursuing academic excellence whilst at the same time maintaining strong pastoral care standards.

We strongly believe that if a child is happy they will learn and if they have a sound and efficient framework within which to work they will thrive.

Every child is made to feel important and valued by all concerned and through this atmosphere of collaboration, success is achieved.

As one parent recently wrote "We were looking for a well-balanced school where boys and girls would be encouraged to work hard and play hard. We found this at a vibrant little place called Forest."

If our beliefs on education, childhood and a love for learning match yours, please enjoy finding out more about our school and the role you will play in helping us to be the best that we possibly can- **#theforestway**, of course!



Mr Graeme Booth
Headmaster

Our Vision and Aims

OUR VISION

We aspire for all of our children to become confident, secure, caring individuals who achieve personal success and develop a love of learning.

OUR AIMS

- To provide a safe, stimulating, caring and vibrant environment where the children feel happy, secure and valued;
- To allow children to develop their full potential through a differentiated curriculum, which is child-centred, offering a wealth of experiences;
- To achieve high standards of work and behaviour;
- To offer best quality provision through the specific expertise of the staff;
- To develop in each child a high sense of self-esteem and self-respect.;
- To promote joy in learning and a positive ethos where praise and encouragement prevail;
- To develop a responsible and caring attitude to each other and the world in which we live.



Our Core Values at Forest

OUR MISSION

Our vision is embedded in putting pupil success at the heart of every decision. We provide a happy, stimulating and well-disciplined environment, and encourage each child to reach their full potential and strive for excellence in all areas of school life. We believe in developing pupils' self-esteem so that they have the confidence to use their individual talents, skills and knowledge effectively and leave Forest equipped to be lifelong learners.

We value the partnership which exists between school, parents and community and the part it plays in realising this vision.

OUR CORE VALUES

Our mission is expressed through core values. At Forest Preparatory School, we aim to equip our pupils so that they leave us as a well-rounded individual who is :

- Well-mannered and Kind
- Engaged and Enthusiastic
- Positive and Curious
- Respectful and a Team Player



These are the values and attributes of a **'True Forester'**.

THE POST

We are seeking to appoint a dynamic, committed and enthusiastic **Teaching Assistant with a particular interest in the Early Years.**

An ideal candidate:

- can demonstrate significant impact on pupil learning and school improvement in previous positions;
- holds full and relevant qualifications in line with government Level 3 status (minimum **Level 3 TA / Level 3 Early Educator**);
- is willing to undertake training to become a Level 3 TA (provided by the school)
- strongly supports our values and ethos;
- is highly motivated and an effective team player;
- would be a positive & enthusiastic role model for our pupils;
- wants to make a positive difference to the lives of children, help them to achieve and to develop their spiritual and emotional well-being;
- would have some experience of teaching early Phonics.

START DATE

Tuesday, 1st September 2026

CONTRACT TYPE

Temporary

(Maternity Leave Cover)

HOURS OF WORK

This is a **part time role**; 3 days per week, 8.30 a.m. to 3.15 p.m.* (term time only).

SALARY

Competitive plus **Pension Scheme** and **Company Perks**



JOB DESCRIPTION

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

PRACTICE AND PROVISION

Our **Teaching Assistant / Early Educator** will:

- Assist in the care and education of the children under the direction and guidance of the Class Teacher and Deputy Head (Academic and Early Years).
- Assist in delivering best practice and provision for the children and help monitor their progress.
- Meet the needs of each individual child and provide appropriate support to enable them to fully participate in activities.
- Assist the Class Teacher in regular observation and assessment of children, particularly through the use of Tapestry.
- Under the direction of the Class Teacher liaise with parents to ensure that regular communication and a close relationship is maintained
- Assist with planning learning opportunities for each area of development
- If necessary, provide personal care for children including toileting support
- Ensure the health and well-being of all children is maintained at all times.

STANDARDS AND QUALITY ASSURANCE

Our **Teaching Assistant / Early Educator** will:

- Support the school's aims and ethos.
- Attend all in-service training, team and staff meetings, as appropriate.
- Participate in all areas of school life, including the Parents' Association and attending relevant social events.
- Be proactive in matters of health and safety.
- Undertake professional duties that may be reasonably assigned by the Headmaster or member of the Senior Leadership Team.

PERSON SPECIFICATION- TEACHING ASSISTANT / EARLY EDUCATOR

Education and Qualifications

- Hold full and relevant qualifications at a level equivalent to at least NVQ Level 3.
- Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).
- Good numeracy/literacy skills.
- Willingness to participate in other development and training opportunities.

Experience

- Understanding of the EYFS Framework 2021, relevant policies/codes of practice and awareness of relevant legislation.
- Experience of working with children age between two to three years.

Knowledge and Understanding,

- To be able to maintain effective record keeping.
- Ability to work with individuals and groups.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to support others within the team and the wider school community.
- Ability to effectively use ICT to support learning, or to undertake training to do so.
- Effective oral and written communication skills.
- Excellent interpersonal skills and ability to liaise closely with parents.
- Understanding of First Aid procedures.
- Good organisational and time management skills.
- Able to form and maintain appropriate professional relationships and boundaries.
- Ability to deal with sensitive information in a confidential manner.
- An understanding of and a genuine commitment to Equal Opportunities.

Skills and Abilities

- Be an outstanding practitioner, able to encourage and promote initiatives through age-based activities and with the capacity to engage and encourage even the most reluctant children to engage and learn.
- Be able to deliver engaging, dynamic and innovative activities.

Personal Qualities

- Successful working relationships with all members of the school community.
- A positive interest in working with children.
- Be prepared to share your skills with all team members.
- Be a strong communicator.
- Emotionally literate.
- Empathy with young people facing barriers to their learning.
- Have an exemplary record of attendance and punctuality.
- Have high expectations of pupils, adults and self.
- Be committed to personal and professional development, reflective and learn from past experiences.
- Be highly motivated, with a positive attitude and ability to keep calm under pressure.
- Be proactive, inspirational, focused and dynamic.
- Act with professionalism and be a role model of best practice.
- A commitment to helping children achieve in all areas of development.

HOW TO APPLY

The application form is available on the school website;
<https://www.forestschool.co.uk/about-us/vacancies>

COMPLETED APPLICATIONS

Completed applications should be delivered by hand or emailed to ebirtles@forestschool.co.uk before the deadline stated below, ideally with a cover letter addressed to the Headmaster, Mr G Booth.

APPLICATION DEADLINE

The application window will close at 12:00 noon on **Thursday, 23rd April 2026**. Regrettably, we will not accept late applications.

INTERVIEW PROCESS

Interviews will take place on **Wednesday, 29th April 2026**. All applicants who face interview will be informed the outcome within 2 working days.

FURTHER INFORMATION

Further details about our school can be obtained via the school website www.forestschool.co.uk or to speak to a colleague, please telephone the School Office on **0161-980-4075**.



SAFEGUARDING

Forest Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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forestschool.co.uk
office@forestschool.co.uk
0161 980 4075

Moss Lane
Timperley
Altrincham
WA15 6LJ

