



# TEACHING ASSISTANT RECRUITMENT PACK



Proud to be part of the



Forest of  
Dean Trust



Dear Candidate,

Thank you for your interest in joining Forest View Primary School. We are delighted that you are considering applying for one of our Teaching Assistant vacancies and hope that this information pack gives you a clear sense of who we are and what we value as a school community.

Forest View Primary School is located in the heart of the Forest of Dean, surrounded by a distinctive natural landscape that influences both our learning and our sense of community. We are proud to serve our local area and to work closely with families, carers and partner organisations to provide the very best opportunities for our children.

At Forest View, our children are at the centre of everything we do. We are committed to creating a safe, inclusive and nurturing environment where every child feels valued, supported and encouraged to achieve their full potential. We have high expectations for all learners and are passionate about enabling children to develop not only strong academic foundations, but also confidence, resilience and a love of learning.

Our ethos is rooted in kindness, respect and teamwork. We believe that positive relationships are key to success and we place great importance on working collaboratively – staff, pupils and families together – to ensure our school is a welcoming and aspirational place to learn and work. As a member of our support staff team, you would play a vital role in helping children to thrive both in and beyond the classroom.

We are looking for enthusiastic, caring and committed individuals who share our values and who are keen to make a positive difference to children's lives. In return, we offer a supportive staff team, opportunities for professional development and the chance to work in a school where your contribution is truly valued.

Thank you once again for your interest in Forest View Primary School. We look forward to receiving your application.

Yours Sincerely,

Ben Lyons  
Headteacher



# About the Trust



## Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools. All our schools have been graded Good or Outstanding by OfSTED in their most recent inspections.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.



# About Forest View School

At Forest View we put children first. We believe that it is important to value each individual within the school community and to celebrate their achievements. We have high expectations of ourselves and others. We value the gift of learning and recognise that we all have the right to succeed.

We value the role of the school within the community and work in partnership with parents/carers and the wider community to ensure that children are able to:

- enjoy school and want to learn;
- become independent learners;
- attain the highest academic standards;
- develop skills and knowledge needed to develop individual talents, be they creative, scientific, technological, spiritual, sporting or social;
- understand their own feelings and begin to make life decisions that reflect their increasing confidence;
- understand how to lead a safe and healthy life both in mind and body; and
- understand that everyone has equal rights to access opportunities.

Overall we want to improve the academic outcomes of children within the community of Cinderford so that they may contribute to the improvement of their area in the future. The school does this by offering a range of Adaptive Teaching techniques and Growth Mindset practices which help the school to provide an equitable learning experience for all children that enables everyone to be successful.

Forest View's curriculum has been built around the school's local community and meets the requirements of the national curriculum. Whole school topics provide children with purposeful learning activities which are designed to excite and engage children in their learning. The school upholds the British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those from different beliefs and faiths through all that it does and teaches children to respect each other.

The school also promotes and awards our own core values which are: **kindness and resilience**. From our core values we also promote and celebrate the values of **honesty, tolerance, cooperation, invention and courage**. By recognising these important values the school wants every child to leave us fully prepared for their next stage in education and to have the skills to tackle any problem that they may face through life.

*Kindness, resilience, honesty, tolerance, cooperation, invention  
and courage*



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[www.forestviewschool.org.uk](http://www.forestviewschool.org.uk)





Forest of  
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## Role Details - 2 x Teaching Assistants (initially KS2)

Monday to Friday 25 hours plus 2.5 hours MDS  
Salary up to Point 14 (£29,540 Pro-Rata) dependent  
upon experience (MDS Point 3: £24796, Pro-Rata)  
Responsible to: Assistant Head Teacher (Inclusion)

Closing Date - Friday 5<sup>th</sup> June 2026

Interview - Friday 12<sup>th</sup> June 2026

Desired Start - 1<sup>st</sup> September 2026

Fixed Term until 31<sup>st</sup> August

Possibility to be extended beyond this

### What you need to know about the role

Teaching Assistants work under the guidance of teaching and senior staff to support the learning, development and wellbeing of pupils. Teaching Assistants contribute to the delivery of high-quality education by supporting individual pupils, small groups and whole-class activities, helping pupils to access the curriculum and to develop independence, confidence and positive learning behaviours.

### Key responsibilities

#### Supporting Pupils

- Support pupils' learning activities under the direction of the class teacher, adapting support to meet individual needs.
- Work with individual pupils or small groups, including those with special educational needs and/or disabilities, to reinforce learning and promote progress.
- Foster positive relationships with pupils, encouraging self-esteem, independence and inclusion.
- Assist pupils with social, emotional or behavioural needs, promoting positive behaviour in line with the school's behaviour policy.
- Support pupils with personal care needs where required, ensuring dignity and safeguarding procedures are followed at all times.

#### Supporting Learning and Teaching

- Assist in the preparation of learning activities, resources and materials.
- Support the delivery of lessons, including practical activities and outdoor learning where appropriate.
- Observe and provide feedback to teachers on pupil progress, engagement and achievements.
- Support the assessment and recording of pupils' work as directed by the teacher.
- Use a range of strategies to support learning, including questioning, modelling and prompting.

#### Supporting the Classroom and School

- Help maintain a safe, stimulating and tidy learning environment.
- Supervise pupils during non-classroom times such as assemblies, playtimes, lunchtimes or educational visits as required.
- Support the use of ICT and other learning tools within the classroom.
- Uphold the school's ethos, values and policies at all times.
- Work collaboratively with teachers, other support staff and external professionals.

#### Professional Responsibilities

- Safeguard and promote the welfare of children and young people, following safeguarding and child protection procedures at all times.
- Maintain confidentiality and handle sensitive information appropriately.
- Participate in training and professional development opportunities.
- Attend staff meetings and briefings as required.
- Undertake any other duties reasonably requested by the Headteacher or line manager, commensurate with the role.



# Skills and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above</li> <li>• Willingness to undertake training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 or Level 3 Teaching Assistant qualification (or equivalent)</li> <li>• Relevant qualifications or training in SEND, behaviour support or child development</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Experience of working with children of primary school age (paid or voluntary)</li> <li>• Understanding of how children learn and develop</li> <li>• Ability to support learning for individuals and small groups under teacher direction</li> <li>• Awareness of safeguarding and child protection responsibilities</li> <li>• Ability to manage behaviour positively in line with school policy</li> <li>• Good spoken and written communication skills</li> <li>• Ability to work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting pupils with special educational needs and/or disabilities</li> <li>• Knowledge of the primary curriculum and age-related expectations</li> <li>• Experience of delivering or supporting interventions</li> <li>• Confidence in using ICT to support learning</li> <li>• Working knowledge of inclusive practice and differentiation</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Caring, patient and nurturing approach to working with children</li> <li>• Commitment to inclusion, equality and high expectations for all pupils</li> <li>• Calm, consistent and flexible approach to supporting pupils' needs</li> <li>• Ability to build positive relationships with pupils, staff and parents/carers</li> <li>• Reliability, professionalism and a strong sense of responsibility</li> <li>• Willingness to reflect on practice and develop professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for education and a desire to make a positive difference to pupils' lives</li> <li>• Initiative and creativity in supporting learning activities</li> <li>• Commitment to the wider life of the school</li> </ul>



# Benefits

We believe that to provide the best teaching and learning experience to our students we should invest in our staff, and insure they are supported in delivering great experiences, that will shape our students growth.

Supported by the Trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of all staff, including work-life balance.

## Pension Scheme

At the trust, we value your future. That's why we offer membership to the Local Government Pension Scheme (LGPS) to all support staff. The LGPS is one of the UK's largest and most generous public sector pension schemes, providing you with a secure and reliable income in retirement, employer contributions, and a range of valuable benefits for you and your family.

## Other staff benefits

- Competitive, benchmarked salary
- At least 5 INSET days a year
- Supported professional development pathways for all staff
- Family-friendly policies
- Flexible working for appropriate roles
- Membership to industry benefit scheme - Blue Lights, offering discount
- Qualified Level 5 or 7 coaching for employees
- Access to our Employee Benefits Package - Perkbox, which includes access to discount codes, medical appointments online and celebration system



# Are you interested?



## Application

To apply for this position, please complete an application form which can be found at <https://www.forestviewschool.org.uk/page/?title=Jobs&pid=12>

Please send this application form to [admin@forestview.gloucs.sch.uk](mailto:admin@forestview.gloucs.sch.uk) along with a covering letter detailing why you believe you would be suitable for one of our roles.

Applications must be received no later than 5pm on Friday 5th June. Applications received after this date will not be considered.

If you have any questions about the role, or recruitment process please contact us on [admin@forestview.gloucs.sch.uk](mailto:admin@forestview.gloucs.sch.uk) or by phone at 01594 822241.

## Interview Process

The interview dates will be on Friday 12th June. Shortlisted candidates will be invited by email to attend an interview.

References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

## Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- Our Child Protection Policy can be found on our website under Policies.

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