



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Forest School Leader

SCHOOL: Pevensey & Westham CE School

GRADE: East Sussex Single Status Grade 6

RESPONSIBLE TO: The Headteacher

Purpose of the Role:

To plan, develop and deliver a Forest School Programme to selected groups of children both on the school site and off site in the local settings.

Key tasks:

1. To promote and develop a Forest School Programme within the school ensuring all lessons are well prepared and resourced.
2. To lead Forest School activities in the school groups and local woods in all weathers and be responsible for supervising the group and accompanying adults.
3. To support children with varying needs while delivering the lessons to access learning opportunities.
4. To create and maintain a purposeful, orderly and supportive environment following the school's behavior regulation policy.
5. To encourage children to interact with others and engage in a meaningful child-led play and activities led by the teacher.
6. To directly teach children to manage their own calculated risk in play, tool use, cooking and all learning.
7. To monitor and record pupil responses and outcomes, and assess ongoing learning, adjusting planning to extend the opportunities provided.
8. To ensure that supporting adults are aware of the Forest School procedures.
9. To direct supporting adults in fulfilling a suitable role in the sessions in a participative and collaborative style of teamwork.
10. To perform manual labour necessary to develop and maintain Forest School and growing area.
11. To keep paths clear and replace woodchip.

12. To maintain and operate machinery used to maintain area.
13. To undertake conservation work (e.g. tree planting) and oversee maintenance of garden and pond areas.
14. To write and review when required all risk assessments with regards to site, equipment and activities offered as part of the Forest School Programme.
15. To ensure the Forest School handbook is up to date with current theory and practice and shared with stakeholders.
16. To ensure health and safety procedures relating to pupils and supporting staff are observed.
17. To manage any all aspects of fire safely.
18. To manage hygiene procedures when cooking as part of the programme.
19. To check and maintain tools and other kit.
20. To facilitate off-site visits linked to Forest School and environmental education.
21. To ensure that planning is maintained and report to stakeholders as required.
22. To administer first aid as the need arises and inform the Headteacher of any serious injuries.
23. To participate in appropriate training as required of the role.
24. To be aware of and comply with all school policies and procedures in addition to those specific to the Forest School handbook.
25. To observe confidentiality.
26. To conduct any other reasonable task requested by the Headteacher.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

JOB TITLE: Forest School Leader

GRADE: Single Status 6

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to develop a programme of activities suitable for children.
- Ability to supervise a group of children.
- Ability to provide and facilitate safe, creative play
- Ability to manage and lead a team.
- Excellent communication skills especially with children
- Ability to establish a good rapport and positive relationships with children and supporting adults
- Ability to meet the children's individual needs including those with SEN
- Excellent organisational skills
- Ability to use judgment and assess risk
- Ability to work within school policies and procedures.
- Ability to write and evaluate risk assessments.
- Able to work in a team and on own initiative, managing own time efficiently.
- Ability to demonstrate the safe use of tools and enable children to carry out practical tasks at Forest School.
- Ability to use hand tools for gardening and semi-skilled manual work.
- Ability to operate and maintain hand-held power tools and equipment.

Desirable key skills and abilities.

These criteria will be assessed at the application and interview stage

- Ability to keep calm when dealing with difficult or challenging situations.
- Ability to liaise with other members of staff concerning children and their needs.

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Forest School Leader's level 3 Certificate
- A current Forest Schools approved first aid certificate.

Essential knowledge

These criteria will be assessed at the application and interview stage

- A good knowledge and understanding of Health and Safety regulations within the school
- Knowledge of policies on Safeguarding and Child Protection and behavior policies.
- Knowledge and understanding of the Forest School Ethos and ability to apply this throughout all working practice.
- Knowledge and understanding of the role of risk assessment at Forest School.

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of learning through play
- A knowledge of wildlife and conservation issues
- Knowledge and understanding of woodland ecology
- A knowledge of planning residential School Trips.

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of working with children aged 2-11 years old.
- Experience of supervising and taking the lead on delivering activities to children.
- Experience of growing vegetables/fruit.

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of working in an educational setting.
- Experience of developing a programme of activities to meet all needs and abilities.
- Experience of working with young people in an outdoor environment.
- Experience of dealing with difficult situations / behaviour involving children.
- Experience of leading and organising residential trips.

Other essential criteria

These criteria will be assessed at the application and interview stage

- The work takes place mainly out of doors on uneven surfaces and in unpredictable weather conditions and requires moderate levels of physical effort. It involves lifting and handling of equipment and other resources and involvement in practical activities with children and the physical care of the woodland environment.
- A love of the outdoors
- Enthusiasm to pass on knowledge and skills to children.
- A sense of fun and flexibility to adapt learning to meets the needs of all.
- Excellent interpersonal skills – friendly and approachable
- Commitment to CPD and a willingness to participate in further training.
- Willingness to maintain confidentiality on all school matters.
- Commitment to equal opportunities

Date (drawn up): September 2021

Name of Officer(s) drawing up person specifications:

Job Evaluation Reference: 12420

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes/No
Working with children/vulnerable adults	Yes/No
Moving & handling operations	Yes/No
Occupational Driving	Yes/No
Lone Working	Yes/No
Working at height	Yes/No
Shift / night work	Yes/No
Working with hazardous substances	Yes/No
Using power tools	Yes/No
Exposure to noise and /or vibration	Yes/No
Food handling	Yes/No
Exposure to blood /body fluids	Yes/No