

Five Acre Wood Term time – Outdoor Learning Environment Assistant

Hours: 37 hours per week, 8.30am to 4.30pm, Monday to Friday, with 30 minutes for lunch, finishing at 4.00pm one day a week, term time only plus two weeks.

Reports to: Outside Learning Environment Lead (OLE)

Pay grade: KR4 (actual salary £18,951.09 including SEN allowance)

Job Description

Purpose of Job:

Assist the Outdoor Learning Environment Lead with day to day maintenance while following the correct teaching methods delivered by the OLE Lead

Duties:

- To be proactive in the day-to-day maintenance, plant care and cultivation of the fruit garden and vegetable plot, this is to include all weeding and watering of the areas, along with the constant upkeep of the vegetable plot fence and fruit cage, raising young plants from seed and cuttings while following the correct propagation techniques and teaching methods delivered by the outdoor learning environment lead.
- To assist the OLE lead in the following:
 - The ongoing design, landscaping and construction of all outdoor learning environments.
 - General maintenance of potted displays and hanging baskets
 - The daily and seasonal care of all outdoor learning environments
 - The ongoing planning, development and construction of the wildlife area
 - The planning and implementation of the new school plant nursery
 - The setting up of resources when needed to help run horticultural sessions
 - Deliveries of material and equipment
- To be available to assist small groups of students at short notice to enable Horticulture sessions to run more smoothly
- To actively engage with the students that come to the outdoor learning environment, ensuring that their health and Safety needs are met at all times.
- To assist the OLE lead and OLE Co-ordinator with any duties at the yard that may arise. This will include maintenance of the duck pond, helping with large deliveries of straw, hay, daily feeding/watering for all animals, cleaning enclosures and animal welfare checks, communicating any problems.
- To assist with the planning and construction of animal enclosures.
- Work with hand tools and basic light machinery. To service all garden hand tools and basic equipment
- To provide guidance to staff on matters related to the garden and ensure a safe environment for students and staff by adhering to Health and safety regulations and school policies.
- To assist the OLE lead with the initial design of our new forest school, and then working with the OLE lead to create the forest school space as an ongoing project with the view to pupils accessing forest school once the site is up and running.
- To be proactive in identifying and repairing small maintenance repairs within the OLE and yards footprint, this is to include checking all fences weekly.
- To ensure there is a safe working environment for all that work and visit the site.
- To work closely with all OLE staff and the Fundraiser to discuss and plan fundraising projects for the yard and outdoors learning environment.
- To assist with giving guidance to staff on matters related to the OLE and yard and to ensure a safe environment for students and staff by adhering to Health and safety regulations and school policies.

- To assist the OLE lead and Yard Co-ordinator with planning and occasional running of yard or OLE sessions with the students. This will include ensuring that all resources are in place ready for sessions to start.
- To assist with the clearing of rubbish and litter from the outdoor learning environment and removing to the skip or waste bins.
- To be flexible with work commitments and to be able to support all areas and aspects of the OLE when required.
- Any other duties as directed by SLT or HR.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification:

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> GCSE English Grade C (or above/equivalent) 	<ul style="list-style-type: none"> Horticultural qualifications city and guild/ NVQ
EXPERIENCE		<ul style="list-style-type: none"> Practical experience within the horticultural industry Practical experience working with animals
KNOWLEDGE		<ul style="list-style-type: none"> Horticultural knowledge Knowledge of working with a variety of small animals
SKILLS/ABILITIES	<ul style="list-style-type: none"> Good communications skills Ability to work to deadlines and manage a varied and busy workload Flexible approach and ability to work to deadlines 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Organised Being discrete, professional, respectful and friendly Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations Ability to work successfully as part of a team Confidentiality To be committed to the school's policies and ethos To be committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline To assist with ensuring Safeguarding policies and protocols are correctly followed 	