



## JOB DESCRIPTION

Job Title: **Forest School Leader**

Contract Type: Term Time (38 weeks a year), fixed term initially, until 31<sup>st</sup> August 2025

Salary: Kent Range 6.

Hours per week: 12.5 hours per week: Monday – Friday: 12.45pm – 3.15pm

*(With the option to run additional after school clubs if desired, to be led by successful candidate as a separate fee)*

### MAIN DUTIES

- To plan and prepare Forest School sessions which develop resilience, perseverance, problem-solving, teamwork and communication skills.
- To ensure that the activities promote child-led learning and contribute to the holistic development of all children.
- To be responsible for setting up the activities and preparing the equipment and materials needed to ensure that all learners enjoy and achieve.
- To prepare and keep up to date the relevant Risk Assessments and procedures, and ensure these are effectively implemented in order to keep children safe. To make staff aware of the Risk Assessments and procedures.
- To advise and support the school in maintaining the Forest School area in a suitable state, including any planting.
- To maintain the materials, tools and equipment in a suitable state.
- To advise the school on the necessary purchasing of any equipment, and to fill in the relevant order forms.
- To participate in annual performance appraisal and to agree with your Line Manager targets for the following year.
- To support the development and use of the gardening and outdoor reflection area.
- To carry out other duties the Headteacher may require from time to time.
- To help promote the Forest School and create external interest.

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

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Has a Level 3 Forest School qualification;
- The ability to work in a way that promotes the safety and wellbeing of children and young people;
- Has a good standard of maths, English and ICT skills;
- Has the ability to work as part of a team;
- Experience working with children and/or in schools;
- Has the ability to relate well to children and adults

### **Desirable Criteria**

- Has excellent communication and interpersonal skills;
- Has the ability to be flexible and adaptable;
- Be organised and able to work independently;
- Has a sense of humour with a positive approach;
- The ability to follow instructions but also to use initiative where appropriate;
- Can actively support the interests of students and the school;
- Knowledge of policies and procedures relating to child protection (safeguarding), health, safety, equal opportunities and confidentiality.
- Self-motivated;
- Will effectively promote the vision, aims and positive ethos of the school;
- Be innovative and enthusiastic;
- Have high expectations of children's achievement and behaviour, and a commitment to inspiring learners.