



**Regis Manor
Primary School**

**Outdoor Learning Leader
INFORMATION**



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**Regis Manor
Primary School**

Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hardworking, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in March 2018 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application.

Yours sincerely

Mr M Perry
Head of School

Mrs K Mirams
Executive Headteacher

JOB DESCRIPTION



Job Title: Outdoor Learning Leader
Salary: Unqualified Leadership Scale
Responsible to: Headteacher

PURPOSE

- To support, develop and engage children to realise their abilities, aspirations and make a valuable contribution to their communities through a bespoke outdoor learning provision.
- To plan and deliver outdoor learning school programmes and lunchtime activities to classes and groups, including hub school groups.
- To develop the outdoor areas of school grounds to enhance learning outside the classroom, e.g. the woodland area, vegetable plots and the sensory garden.

GENERAL

- Plan and lead the school's outdoor learning programme for all classes, delivering provision within the school grounds and wider community.
- Lead groups of children for specified periods of time as directed by leaders of the school.
- To effectively manage groups of children and be responsible for their care whilst they are participating in outdoor learning class or groups.
- Plan and lead lunchtime outdoor games and activities as required.
- To keep accurate records of all sessions, individual meetings and actions taken in relation to the children.
- To liaise with parents and carers when appropriate.
- To undertake relevant training as necessary to enhance personal skills and professional development.
- To maintain contact records, registers of attendance and activities experienced by all participants.
- Check and maintain equipment and resources. Budget for replacement resources.
- Routinely maintain areas used for outdoor learning, e.g. the sensory garden.
- Plan events to promote community engagement (this will involve some weekend work in lieu).
- In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post as delegated by the headteacher or other senior staff.
- Attend training courses, workshops, meetings and undertake one-to-one training as and when required.
- All staff are required to adhere to Swale Academies Trust's current policies and procedures.

HEALTH & SAFETY

- Under the Health & Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees in complying with their statutory duties.
- To implement the health and safety policies for their area of work
- Ensure that health & safety procedures relating to all participants are observed.
- To construct and regularly review risk assessments for the sites, equipment, tools and related activities, including the fire pit area.
- Carry out daily checks of outdoor learning grounds for hazards and risks.
- To identify and report safety related problems in a timely manner.
- To ensure that the correct reporting procedures are followed for incidents/accidents relating to safeguarding and first aid.
- It is the responsibility of the post holder to ensure that they have read any individual risk reduction plans or risk assessments for identified children and to swiftly report any issues to the Designated Safeguarding Lead using the agreed procedures within the school.

JOB DESCRIPTION

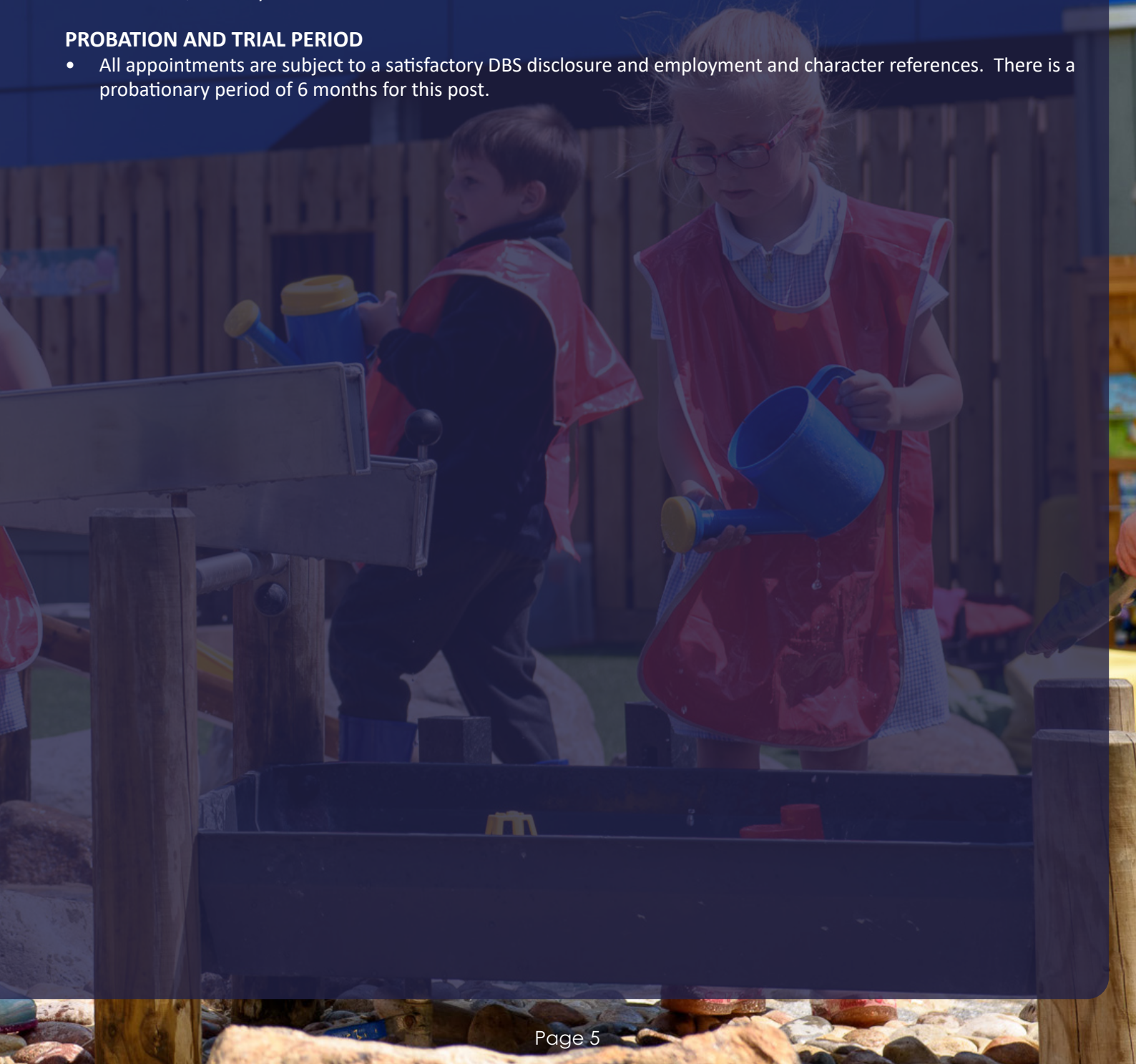


STAFF & PARTNERS

- The post holder will be expected to work as part of a team in collaboration with teaching and support staff and independently.
- To attend team meetings and liaise on a regular basis with other team members to ensure the needs of the children are regularly reviewed.
- To attend internal and external meetings as required.
- To liaise with the Inclusion Team to ensure that the needs of all pupils are met through curriculum refinement and adaptations where necessary.
- Where necessary, liaise with other schools within and beyond the school hub to organise events and enrichment activities, e.g. the Scholars Programme.
- To develop and promote external partnerships: liaise with community groups, landowners, voluntary and private agencies in order to plan for regular visits to alternative venues within the local community in order to provide aspirational experiences for the children, e.g. kayaking, paddle boarding, Seven Sisters Country Park, beach studies, farm visits, Forestry Commission.

PROBATION AND TRIAL PERIOD

- All appointments are subject to a satisfactory DBS disclosure and employment and character references. There is a probationary period of 6 months for this post.



PERSON SPECIFICATION



Qualifications	Essential / Desirable
Minimum 5 GCSE grades A-C, including Maths and English or Equivalent Further Education qualification	E
Forest school leaders Level 3 qualification or bush craft equivalent	E
Current Outdoor First Aid certificate	D
Work Experience	
Experience of working in the formal education sector with children and families	E
Experience of working with children and young people in the woodland environment and outdoors	E
Experience of delivering Forest School or outdoor education sessions	E
A good general knowledge of wildlife and conservation issues	E
A knowledge and understanding of woodland ecology	E
Skills	
Knowledge of current issues and good practice in education or childcare	E
Ability to work independently, being self-reliant and using own initiative	E
Open interpersonal style	E
Excellent communication skills, both written and particularly verbal within a wide age range	E
Ability to carry out practical outdoor activities	E
An understanding of health and safety requirement for outdoor activities, including fire safety	E
An understanding of potential welfare issues when working with young children	E
Personal Qualities	
A passion for the outdoors	E
A sense of fun	E
A flexible work ethic	E
Willingness to undertake training when necessary	E
Self-motivation	E
Ability to work in a team	E
Vigilant	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Taney Cook
Regis Manor Primary School,
North Street,
Milton Regis,
Sittingbourne
Kent
ME10 2HW

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>

