

Five Acre Wood OLE (Forest School) Higher Level Teaching Assistant

Hours: 35 hours per week (8.00am to 3.30pm) Monday to Friday, term time only

Pay grade: KR7 plus SEN allowance

Job Description

To lead the Forest School area in the Outdoor Learning Environment (OLE), ensuring that the area runs efficiently with correct teaching methods delivered. To plan and deliver learning to nurture, develop and educate pupils and contribute towards individual pupil outcomes and strategies.

Principal Accountabilities:

- To plan, prepare and deliver Forest Schools lessons, liaising with class teachers to create curriculum links wherever possible.
- To be responsible for setting up the activities and getting ready the equipment and materials needed.
- To liaise with the Yard HLTA and Horticulture HLTA to plan and run OLE sessions with the students. This will include ensuring that all resources are in place ready for sessions to start.
- Contribute towards individual pupil outcomes and strategies.
- Observe, monitor and record the progress of pupils both using the appropriate format as advised by the class teacher including pupil learning, behaviour management, wellbeing, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- To maintain the materials, tools and equipment in a suitable state.
- To work effectively with and direct other adults involved in supporting Forest School lessons.
- To prepare and abide by risk assessments related to Forest School activities and ensure other adults supporting Forest School are aware of and act on them.
- To supervise and support pupils with all varying needs while delivering the lesson.
- To provide a hands-on, pupil focussed learning environment.
- To ensure that all lessons are well prepared.
- To administer basic first aid as the need arises.
- To have a maximum teaching commitment of 0.8
- 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 discuss any ideas regarding development of the OLE with the OLE committee.
- 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 OLE.
- To assist with giving guidance to staff on matters related to the Forest School area and to ensure a safe environment for students and staff by adhering to Health and safety regulations and school policies.
- 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.

Professional and Personal Conduct

- Keep abreast of whole school communication
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own professional development.
- At the request of the class teacher liaise with therapists regarding specific programmes for children
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Wellbeing of pupils

- Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Supervise and have responsibility for the safety of pupils in break and playtimes, as well as model appropriate play and organise learning activities.
- Support the physical needs of pupils and promote independent movement as advised by the class teacher and therapists.
- Ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and personal care programs.
- Attend to pupils personal medical needs and manual handling needs to ensure pupils' wellbeing and health and safety, following specialist training and competency sign off.
- Contribute to the formation and implementation of behaviour management programmes for pupils to ensure pupils' wellbeing, health, safety and learning needs are met.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Knowledge and understanding

- Acquire the appropriate skills, qualifications and/or experience required for the role, with the support from the school
- Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness
- Demonstrate the expertise and skills in understanding the needs of pupils, with specialist expertise within a phase and know how to adapt and deliver support to meet individual needs
- Understand roles and responsibilities within the classroom and whole school context, recognise these may extend beyond a direct support role
- Demonstrate and assist others in the effective use of materials to ensure equipment/materials are safely and effectively used.
- Select and prepare resources necessary to lead learning activities, taking into account of pupils' interests and language and cultural backgrounds.

People Management

- Line manage and mentor one OLE Assistant, carrying out one to one and performance management meetings regularly and in line with the school procedure.

Effective communication and engagement with students, their families and carers and other professionals.

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

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.

Child development - Take part in appropriate trips to support the child with school.

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

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"> • HLTA qualification or the willingness to work towards one • Forest School qualification or willingness to work towards one • GCSE Maths and English A-C or equivalent • First aid qualification or willingness to be trained as a first aider. 	
EXPERIENCE	<ul style="list-style-type: none"> • Professional and/or personal experience of working with children with SEN • Practical experience within the horticultural industry • Experience of managing a team • Experience of working in an educational/nursery setting 	<ul style="list-style-type: none"> • Total communication approach • ProAct
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Forest School and it's place in the curriculum • First aid knowledge 	<ul style="list-style-type: none"> • Previous experience of working in forest school sessions • An understanding of Special needs • Knowledge of leading a class team
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good communications skills • Child Centred approach. • Good communications skills • Ability to independently but also as a team player • Establish professional working relationships with colleagues 	<ul style="list-style-type: none"> • Basic medical needs training eg. Epilepsy, Allergies, Asthma (full training will be given)
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 • A love of nature and outdoor life. • Happy to work in outside in all weathers. • A desire to improve your knowledge and experience of leading Forest School 	
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 	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for OLE (Forest School) Higher Level Teaching Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____