



BLEAN PRIMARY SCHOOL

JOB DESCRIPTION – FOREST SCHOOL LEAD/HLTA

Job Title: Forest School Lead / HLTA

Reports to: Assistant Headteacher

PURPOSE OF JOB

To lead and deliver Forest School sessions and provide HLTA-level support across the school, including regular class cover and intervention work.

KEY DUTIES AND RESPONSIBILITIES

Forest School Lead

1. Plan and facilitate engaging Forest School sessions for groups of children
2. Ensure all activities are inclusive, risk-assessed and follow safeguarding policies
3. Foster children's connection to nature, resilience, and independence
4. Maintain Forest School site and equipment
5. Organise events, themed weeks, or family workshops where applicable
6. Support Teachers with outdoor learning experiences

HLTA Responsibilities

1. Plan, prepare, and deliver teaching activities for individuals, groups, and whole classes under teacher supervision.
2. Adapt lessons and work plans as needed to meet learning objectives.
3. Assess, record, and report on pupil progress and development.
4. Develop and implement Individual Development Plans.
5. Liaise with staff, professionals, and external agencies about pupil information.
6. Work with teachers and SEN staff to support learning goals.
7. Engage parents/carers in pupils' learning and provide feedback on progress.
8. Support pupils' social and emotional well-being, reporting issues to teachers.
9. Manage classroom behaviour and deliver lessons in teacher's absence.

Individuals in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other classroom support staff.
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
3. Provide pastoral care to pupils.
4. Be responsible for pupils who are not working to the normal timetable.
5. Invigilate exams and tests

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATIONS

Criteria	Essential	Desirable
Forest School Qualification	Level 3 Forest School Leader	Outdoor first aid certification
HLTA Accreditation	HLTA status or equivalent experience	NVQ Level 3 or equivalent in childcare
Experience	Recent Forest School delivery experience	Experience supporting SEND pupils
Teaching/Cover Skills	Able to lead whole-class sessions	Experience across KS1 and KS2
Personal Attributes	Flexible, enthusiastic, nurturing	Passionate about outdoor learning
Safeguarding	Knowledge of safeguarding procedures	Current enhanced DBS
Communication	Strong interpersonal and team skills	Ability to liaise with parents