



**BURHAM CE PRIMARY SCHOOL**  
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Headteacher: Mrs H Goddon BA (Hons) QTS NPQH

**'Let your light 'shine' before others that they may see your good works.' Matthew 5 v 16**  
*Success – Happiness – Independence - New experiences - Engagement*

### **HLTA and Forest School Leader**

**Job Title:** HLTA and Forest School Leader **Grade:** KSD **Reports to:** Headteacher

### **Purpose of the Job**

To plan, prepare and lead Forest School sessions within the school and to provide PPA and cover release to teachers by delivering prepared work to a group or class.

### **Key duties and responsibilities**

#### **Forest School Leader responsibilities**

- 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 ensure these are effectively implemented in order to keep children safe. To make staff aware of the Risk Assessments.
- 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, school woods and outdoor pond area.
- To carry out other duties the Headteacher may require from time to time.
- To help promote the Forest School and create external interest.

#### **HLTA responsibilities**

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.



- Cover aspects of PPA time, delivering prepared work to a group or class.

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

- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision

**Essential Criteria**

- Has a Level 3 Forest School qualification OR a commitment to gaining this qualification once employed within an agreed period of time
- Has a good standard of maths, English and ICT skills.
- Can work effectively as part of a team

**Safeguarding Responsibilities**

- You must fully understand and adhere to the behaviour expectations outlined in the school's Code of Conduct,
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

**Person Specification**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>• First-aid training, or willingness to complete it</li> <li>• HLTA qualification</li> <li>• Has a Level 3 Forest School qualification OR a commitment to gaining this qualification once employed within an agreed period of time</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people</li> <li>• Experience planning and delivering learning activities</li> <li>• Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>



<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> <li>• Understanding of effective teaching methods</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>• Capacity to inspire, motivate and challenge children and young people</li> </ul>

