

Five Acre Wood – Outdoor Learning Environment Assistant

Hours: 37 hours per week, between 8.00am to 7.00pm, Monday to Sunday on a rota basis, term time only plus four weeks in school holidays. With some requirement to travel to the other Five Acre Wood sites.

Reports to: OLE HLTA

Pay grade: KSB plus SEN allowance

Job Description

Purpose of Job:

Assist the Outdoor Learning Environment HLTAs with day-to-day maintenance while following the correct teaching methods delivered by the OLE HLTAs. To assist and support with the nurturing, developing and educating of pupils, whilst maintaining professionalism. Contribute towards individual pupil outcomes and strategies.

Key responsibilities

- To be proactive in the day-to-day maintenance, plant care and cultivation of the fruit garden and vegetable plot, this is to include all weeding and watering of the areas, along with the constant upkeep of the vegetable plot fence and fruit cage, raising young plants from seed and cuttings while following the correct propagation techniques and teaching methods delivered by the OLE HLTA (Horticulture).
- To assist the OLE HLTA (Horticulture) in the maintenance of potted displays and hanging baskets, the daily/seasonal care and ongoing planning, development and construction of the OLE and deliveries.
- The setting up of resources when needed to help run horticultural sessions
- To be available to assist small groups of students at short notice to enable Horticulture sessions to run more smoothly
- 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 assist with any duties relating to the animals that may arise, including helping with large deliveries, feeding/watering for all animals, cleaning enclosures and animal welfare checks, communicating any problems.
- To assist with the planning and construction of animal enclosures.
- Work with hand tools and basic light machinery. To service all garden hand tools and basic equipment
- To provide guidance to staff on matters related to the garden and ensure a safe environment for students and staff by adhering to Health and safety regulations and school policies.
- To work with the OLE HLTA (Forest School) to create the forest school space as an ongoing project with the view to pupils accessing forest school once the site is up and running.
- To be proactive in identifying and repairing small maintenance repairs within the OLE footprint, this is to include checking all fences weekly.
- 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 OLE and to ensure a safe environment for students and staff by adhering to Health and safety regulations and school policies.
- To assist the OLE HLTAs with planning and occasional running of 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.
- 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.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 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 the OLE HLTAs, SLT or HR.

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

- Communicate effectively with students, families, carers, and professionals, listening to concerns and recognising changes in behaviour or attitude.
- Share information responsibly by providing feedback to teachers and relevant staff to support planning and evaluation, complying with child protection, confidentiality, health, safety, and security policies and understanding the importance and risks of information sharing.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Professional and Personal Conduct

- Communicate effectively with parents, carers and external professionals, as requested.
- Keep abreast of whole school communication.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Work collaboratively with colleagues and lead teaching assistants when required.
- Provide accurate feedback and maintain appropriate records.
- Participate in meetings, training and other learning activities and performance development as required.
- Contribute to the overall work/aims of the school.
- Any other duties as requested by the line manager, SLT or HR.

Safeguarding and promoting the welfare of the child

- Safeguard and promote the welfare of children by providing a safe, supportive environment, working within school policies, maintaining professional boundaries, and understanding role limitations.
- Only carry out care interventions when appropriately trained and assessed as competent, and assist with the supervision of individuals and groups as required.
- Monitor, record, and report safeguarding concerns or changes appropriately, referring to line managers in line with school policies and maintaining accurate records.

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.

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	GCSE English Grade C (or above/equivalent)	Horticultural or forest school qualifications
EXPERIENCE		- Practical experience within the horticultural industry - Forest School experience - Practical experience working with animals - Total communication approach - ProAct - Experience of working in an educational/nursery setting - Professional and/or personal experience of working with children with SEN
KNOWLEDGE		- Horticultural knowledge - Forest School knowledge - Knowledge of working with a variety of small animals - Understanding of special needs
SKILLS/ABILITIES	- Good communications skills - Ability to work to deadlines and manage a varied and busy workload - Flexible approach and ability to work to deadlines	
PERSONAL QUALITIES	- 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	
EFFORT/ENVIRONMENT	- 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 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: _____