



Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



JOB DESCRIPTION

Job Title: Forest School Leader

Contract Type: Term Time (38 weeks a year)

Salary: Kent Range 6. Full Time Equivalent: £20,997. Actual Pro-rata salary: £5,944.80

Hours per week (and current timings where applicable): 12.5 hours a week (Monday and Tuesday 12.30-3.15pm, Wednesday 12.30 – 5.15pm, 2.25 hours planning and evaluation, at a time to suit successful candidate).

Line Manager: Inclusion Manager

MAIN DUTIES

- 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 and outdoor reflection area.
- To carry out other duties the Head teacher may require from time to time.
- To help promote the Forest School and create external interest.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

PERSON SPECIFICATION

Essential Criteria

- Has a Level 3 Forest School qualification **OR** a commitment to gaining this qualification once employed within an agreed period of time;
- The ability to work in a way that promotes the safety and wellbeing of children and young people;
- Has a good standard of maths, English and ICT skills;
- Has the ability to work as part of a team;
- Experience working with children and/or in schools;
- Has the ability to relate well to children and adults.

Desirable Criteria

- Has excellent communication and interpersonal skills;
- Has the ability to be flexible and adaptable;
- Be organised and able to work independently;
- Has a sense of humour with a positive approach;
- The ability to follow instructions but also to use initiative where appropriate;
- Can actively support the interests of students and the school;
- Knowledge of policies and procedures relating to child protection (safeguarding), health, safety, equal opportunities and confidentiality.
- Self-motivated;
- Will effectively promote the vision, aims and positive ethos of the school;
- Be innovative and enthusiastic;
- Have high expectations of children's achievement and behaviour, and a commitment to inspiring learners.



SAFEGUARDING STATEMENT

Cranbrook C of E Primary School is committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment.

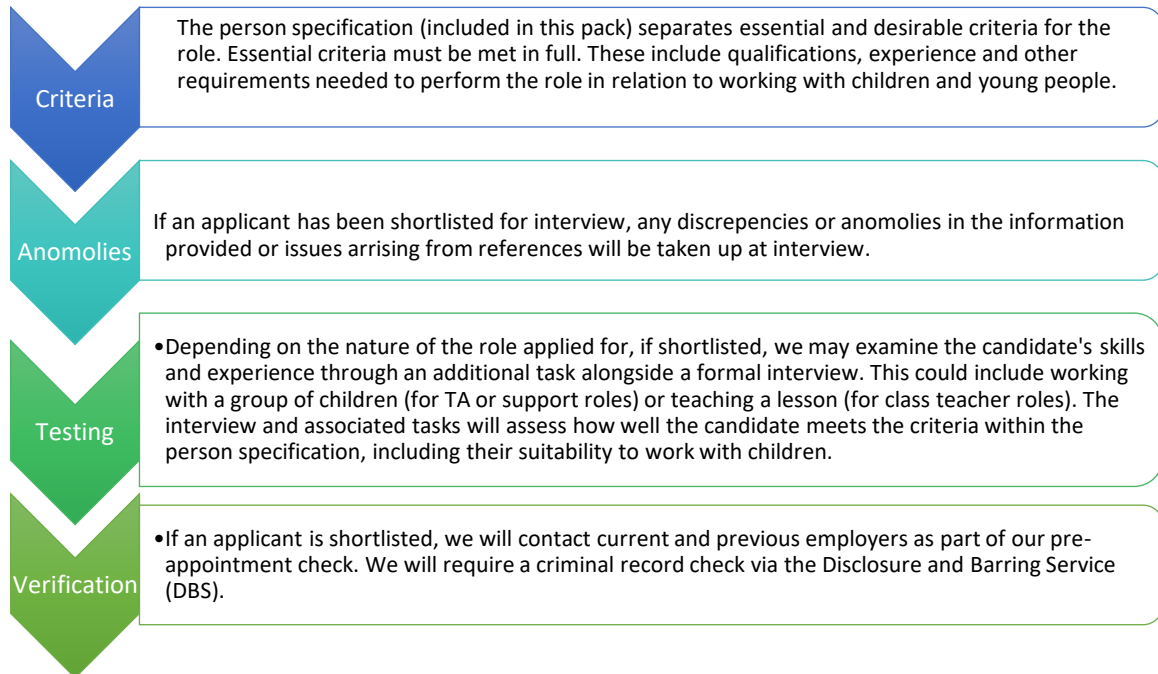
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

SELECTION PROCESS

As a school we are committed to safeguarding children and ensuring we recruit suitable staff to work in our school. Please see below for an outline of how we select and appoint staff to work in our school.



If you would like to apply for this role, please do so via the online application form at Kent Teach.

Please call the school office on 01580 713249 if you have any queries about this role or would like to visit the school.



REFERENCE PRO FORMA

Please note, references will be taken up prior to interview, if a candidate is shortlisted for the role. One referee should be from a candidate's current or most recent employer. Please see below for our reference pro-forma. References will only be accepted from employers using this template.

STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM

1. APPLICANT'S NAME AND POSITION APPLIED FOR

Applicant Name:

Post applied for:

2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION

a) In what capacity did you employ the applicant?

b) Dates of the applicant's employment with you:

(MONTH/YEAR)

From

To

c) How long have you known the applicant?

d) In what capacity do you know the applicant?

e) Main duties and responsibilities of applicant's role with your organisation:

f) How would you assess the applicant's performance in their work with your organisation?

☐ Outstanding ☐ Good ☐ Satisfactory

☐ Requires improvement ☐ Very poor

Comment:

g) Please provide details of any areas needing improvement and any action taken or support provided:

h) Why did/does the applicant leave/wish to leave your organisation?

3. ABSENCE [NOT SICKNESS-RELATED; E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]

[The Equality Act 2010 prohibits prospective employers from asking about a candidate's health, sickness record or health-related matters prior to making an offer of employment]

Please give details of absences unrelated to sickness in the applicant's most recent two years of employment with you:

a) How many days of absence from work did they take in total?

DAYS / DETAILS

b) How many episodes of absence did they have?

PERIODS / DETAILS



4. SALARY & SERVICE

Most recent salary scale		Additional payments type	
Most recent scale point		Additional payments value	
Most recent gross annual salary		Length of continuous service	

5. SUITABILITY FOR THE POST APPLIED FOR [PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]

- Do you believe the applicant has the ability and is suitable to undertake the position applied for? ☐ Yes ☐ No
- Would you re-employ the applicant? (If No, please give reason briefly) ☐ Yes ☐ No

6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE [YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]

- a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved. ☐ Yes ☐ No
- b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details. ☐ Yes ☐ No
- c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details. ☐ Yes ☐ No
- d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are "expired") or are they subject to any investigation or disciplinary process that is still current? If Yes please give details. ☐ Yes ☐ No

7. PERSONAL EVALUATION

	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Plans, structures and prioritises own work					
Learns from situations and past experience					
Able to work on own initiative					
Attention to detail					
Works hard to achieve objectives and goals					
Resilience under pressure					
Interaction and relationships with children					
Interaction and working relationships with other adults					
Ability to work as a member of a team					
Actively seeks solutions to problems independently					
Refers problems upwards when appropriate					
Seeks ideas for improvement					
Focuses on benefits to both self and others					
Professional and personal values, integrity & honesty					
Punctuality and commitment					



8. TEACHING POSTS ONLY	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Teaching ability (with reference to Teachers' Standards)					
Lesson planning & preparation					
Classroom & behaviour management					
Initiative and leadership					
Interest & willingness to undertake extra-curricular activities					
Subject leadership					

9. ADDITIONAL COMMENTS

10. DETAILS OF THE PERSON COMPLETING THE FORM

Name: _____ Position: _____

Organisation: _____ Tel No: _____

Signed: _____ Email: _____

Date: _____

Please return with organisational stamp/ headed paper. Use clearly marked continuation sheets if necessary.

Thank you very much for your prompt help and cooperation.