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| **Name:** |  | **Date:** |  |
| **Job Title:****Higher Level Teaching Assistant: Forest School Leader and Duke of Edinburgh Co-ordinator** |
| **SALARY INFORMATION:** |
| **Hours:** | 30 | **Weeks:** | 39 | **Band:** | 7 | **Point:** | 20-24 | **Allowances:** | SEN |
| **Hours of Work:** | 8.45 – 3.20 | Morning break 15 mins | Lunch break 20 mins |

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| **The School**Elms School is a day special school for pupils aged 6 to 16 years. All pupils have a statement of Special Educational needs. Most have complex behavioural, social, emotional, and mental health difficulties and additional learning difficulties, such as ADHD, adolescent psychiatric problems, attachment disorder issues along with challenging behaviours. The SEMH pupils have deep-seated and long-term emotional needs but are functioning at a higher academic level. A high percentage of pupils also have Autistic Spectrum Disorders. Elms School has been recognised as ‘Good’ following an OfSTED Inspection in October 2017. Many pupils travel from a wide area across Kent to attend Elms School.**Employment**The post holder is expected to work within the rules and regulations laid down in the current “Kent Scheme” manual. The Head Teacher will take notice of advice given by professional associations.The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the school. In return the management are committed to support in the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-operatively to fulfil these. |

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| Deployed by: Head of Inclusion/DHT EducationAccountable to: HeadteacherAppraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PURPOSE OF JOB**

* To plan, deliver and assess inspirational Forest School sessions, within a dedicated area, to give our pupils access to the full benefits of outdoor life, nature, and child-centred activities.
* To plan, deliver and assess a range of engaging activities connected to the Duke of Edinburgh programme with the intention of maximising opportunities provided to pupils, which will enable them to work towards obtaining a DofE qualification.
* To actively support pupils’ academic and holistic development through contributing towards the implementation of intervention programmes.
* Be flexibly deployed according to the changing needs of the school, including cover lessons if needed.

**PROFESSIONAL DUTIES - GENERAL**

* To be responsible at all times for maintaining and promoting high standards of care and education for all.
* To use detailed knowledge and specialist skills to support pupils’ learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all pupils.
* To ensure effective communication with the Senior Leadership Team, line managers, teachers, support staff, and parents/carers.
* To support the role of parents and carers in pupils’ learning and attend meetings with parents and carers to provide constructive feedback on pupils’ progress to ensure pupils achieve their best results.
* To adhere to and promote all relevant school and government policies – Including demonstrating understanding and complying with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person to maintain a safe and secure learning environment.
* To act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour to promote pupils’ self-control and independence to ensure good behaviour and respect for others is maintained.
* To contribute towards the overall work/aims of the school and support the role of colleagues and other professionals to enable the school to fulfil its developmental plans and maximise the potential of all pupils across the school.
* To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.

**PROFESSIONAL DUTIES – FOREST SCHOOL LEADER**

* To assume HLTA responsibilities as directed by the DHT for Education.
* To plan, prepare and deliver a range of Forest School sessions.
* To promote learning in the outdoor environment across the school, including the ethos of Forest Schools and outdoor learning.
* To create and maintain an engaging, fun and supportive environment.
* To record and assess children’s development and progress within Forest School using the school’s assessment system.
* To regularly check and maintain tools and other equipment used within Forest School.
* To ensure and promote the health and safety of all participants, including constructing and checking risk assessments for the Forest School site, tools, and any activities planned and delivered.
* To become a Hub leader and support TAs new to the post and school.
* To assume any other reasonable requirements of the job role, in-line with the evolving needs of the school.

**PROFESSIONAL DUTIES – DUKE OF EDINBURGH CO-ORDINATOR**

* To assume HLTA responsibilities as directed by the DHT for Education.
* To plan, prepare and deliver a range of Duke of Edinburgh sessions, including organising all offsite trips as part of the programme, and working with external providers.
* To allocate and deploy teaching support staff effectively within Duke of Edinburgh activities.
* To promote learning both onsite and via offsite activities, including the principles of the Duke of Edinburgh programme and the academic and holistic opportunities available to pupils.
* To create and maintain an engaging, fun and supportive environment.
* To record and assess children’s development and progress within Duke of Edinburgh using the school’s assessment system.
* To regularly check and maintain tools and other equipment used within Duke of Edinburgh activities.
* To ensure and promote the health and safety of all participants, including constructing and checking risk assessments for the Duke of Edinburgh activities, tools, visitors and external learning opportunities (trips/external providers).
* To become a Hub leader and support TAs new to the post and school.

**\* Please note that the job holder may be required to occasionally conduct activities in-line with DofE requirements which involves overnight trips.**

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| Agreed By ………………………………. Job Holder  | Approved By ……………………………………….. Manager |

**Person Specification: Higher Level Teaching Assistant: Forest School Leader and Duke of Edinburgh Co-ordinator**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **1. SKILLS, KNOWLEDGE & APTITUDES** | * An outstanding practitioner with an ability to inspire, motivate and lead pupils and deploy staff effectively.
* A thorough understanding of various behaviour management techniques
* Good communication skills and an ability to relate well to children, staff, parents, and others.
* A sound knowledge of assessment, recording and reporting procedures.
* Thorough knowledge of the difficulties faced by pupils with SEMH
* Knowledge and understanding of how children learn.
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| **2. QUALIFICATIONS & TRAINING** | * Minimum of GCSE grade C or equivalent in English and Maths
* Level 3 Forest School Leader (or a willingness to complete this training and any associated requirements as part of this role)
* Duke of Edinburgh Co-ordinator (or a willingness to complete this training and any associated requirements as part of this role)
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| **3. EXPERIENCE** | * Knowledge, understanding and at least 1 year of Forest School experience within the past 5 years.
* Knowledge, understanding and/or experience of delivering the Duke of Edinburgh award programme.
* Experience in working with pupils with SEMH difficulties
* Proven track record of an ability to engage with and motivate challenging pupils.
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| **4. PROFESSIONAL CONDUCT** | * A flexibility of approach to a variety of issues
* Willingness and ability to listen and inspire confidence in colleagues
* Ability to motivate and support colleagues
* Professional integrity
* A passion for making a difference to children and willingness to go the extra mile
* Emotional resilience and a good sense of humour.
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| **5. VALUES & ETHOS** | * A desire to promote the Fundamental British Values and the SMSC agenda
* A belief that every child has potential and promise to succeed and progress
* A commitment to consistently promote the ethos, principles and core practices of Forest School and Duke of Edinburgh.
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