

Job Description

DIRECTORATE: Education, Early Years and Young People

SCHOOL: Llangewydd Junior School

POST: Forest School Leader

GRADE OF POST: GR05

RESPONSIBLE TO: Headteacher and Governing Body

JOB PURPOSE:

To plan, develop and establish a Forest School, with guidance and support from the Senior Leadership Team.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To plan, prepare and deliver a range of Forest School sessions with children. To liaise with staff prior to sessions to ensure plans are appropriate and all needs and expectations are met.
- Ensure Health & Safety requirements are met, including Risk Assessments which are continually checked and updated.
- To create and maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of children.
- To supervise and support children with varying needs while delivering sessions.
- To ensure that all sessions are well prepared, and risk assessed.
- To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and activities used.
- To participate in training and other learning activities/meetings as required.
- To administer basic first aid as the need arises.
- To always observe confidentiality.
- To evaluate programmes and to continually strive for improvement.
- To promote learning in the outdoor environment and the ethos of Forest Schools and outdoor learning.
- To be responsible at all times for high standards of care and education for all.
- To ensure effective communication with parents, volunteers, partner organisations and of course, children.

- To regularly check and maintain tools and other equipment and stored securely and safely.
- To keep records as appropriate of emergency contact details for participants, permission forms and achievement of children.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Childrens IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Forest School Leader

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Level 3 Forest Schools Programme Leadership Certificate. Hold an outdoor First Aid certificate. Registration with the General Teaching Council of Wales. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with groups of children at different stages of development. Recent experience in leading Forest School/outdoor education sessions with children of a range of ages. A love of working outdoors regardless of the weather, whilst ensuring the safety of the children when working in wet and muddy conditions / uneven surfaces, or in hot and sunny conditions. Knowledge, understanding and practical experience of Forest School provision for young children. Proven ability to plan and deliver environmental education-based activities to a wide age range of children. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and a lesson observation.

Attributes	Requirements	Essential	Method of Evaluation/Testing
	<ul style="list-style-type: none"> Experience of working in a School. Ability to engage constructively with and relate to a wide range of young people and families/carers. Ability to write and follow risk assessments. 	Yes	
Skills & Personal Qualities	<ul style="list-style-type: none"> Knowledge and practical understanding of child development. An understanding of health and safety requirements and welfare issues of working with young children. Enjoy working with primary aged children from a range of backgrounds and commitment to supporting their physical, social and emotional development through forest school activities. Warm and caring personality, friendly and approachable. Creative, practical thinker who works well as part of a team. Good communication skills, within a wide age range including staff at all levels. Good organisational skills. Computer literate. for report writing and recording. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and a lesson observation.



Attributes	Requirements	Essential	Method of Evaluation/Testing
	<ul style="list-style-type: none"> Manages time effectively. The ability to communicate through the medium of welsh. 		