

October 2018

Children First Nursery and Forest School

Bank staff, qualified Forest School Leader

Dear Applicant

We wish to recruit a casual Forest School leader to support the Forest School holiday club and run sessions.

This information pack contains:

- Background to the post
- A job description – duties and responsibilities
- A person/post specification
- Information on terms and conditions including salary
- Information on how to apply

Application deadline

Applications are invited at any time. The vacancy will close once suitable appointments have been made.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Interviews

The interview date will be notified to successful applicants in due course.

Thank you

Human Resources

October 2018

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Job Description

About the College

Worthing College is a very popular college with over 1450 students. Our recent Ofsted inspection judged us to be 'Good' in every respect. Our mission is to inspire, build confidence and prepare our students to live the life they want to live and is underpinned by our strong desire to become outstanding in the near future. Above all Worthing College is a very friendly place with a strong sense of purpose, where teaching, learning and student success are second to none.

Background to the Post

As well as a nursery we also run a holiday club based in our forest school for children aged 4 -11 years. A casual Forest school leader is required to lead Forest School sessions in the school holidays. In February 2014 we created the holiday club for school children aged 4 to 12 years old with the philosophy to encourage and inspire individuals of any age through outdoor experiences. This role is to lead the sessions with the help of other staff members.

Title of post:	FOREST SCHOOL LEADER
Reporting to:	FOREST SCHOOL MANAGER
Responsible for:	Forest school sessions for the holiday club.
Salary:	£8.98 per hour plus paid holiday.

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Duties and Responsibilities:

We are now seeking a **Bank staff Forest School leader** for this very successful Forest School Holiday Club. The post will be line managed by the Forest School Manager.

The main responsibilities of the post will be to:

- Carry out planned activities.
- Ensure reflection and evaluation is part of every session and develop as necessary.
- Ensure risk assessments are completed daily.
- Take part in forest school trips and outings, including risk assessing the area.
- Occasionally attend meetings with other Forest School leaders to plan future sessions.
- Run Forest School sessions
- Responsible for the health and safety of the children.
- Manage and maintain the site during use of the area.
- Use of appropriate tools
- Cook meals each session on a fire
- Be a positive role model for other staff, children and students.
- Support unqualified staff in Forest school.
- Keep the Forest School Manager informed of any issues that may arise.
- Any other duties reasonably delegated by the Principal or Forest School Manager

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties and responsibilities in keeping with the nature of the post.

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Person Specification

The skills and experience the college is seeking to recruit are summarised as follows

Method of assessment

A = Application I = Interview T = Task HR = HR records R = Reference

PERSON SPECIFICATION CRITERIA:		
QUALIFICATIONS Forest School Leader qualification.	Essential	HR
THE SUCCESSFUL CANDIDATE MUST BE ABLE TO DEMONSTRATE:		
Supervise and lead staff with enthusiasm.	Essential	A, I, R
At least 2 years' recent experience of supervising staff and children.	Essential	A, I, R
The ability to communicate clearly in person and in writing with staff, children and parents.	Essential	A, I, R
Commitment to high standards and an ethos of team working.	Essential	A, I, R
The willingness to extend training to develop skills further.	Essential	A, I,
The ability to promote the policies, practices and ideals of the Forest school to meet the needs of children and parents.	Essential	A, I
A flexible approach to working hours. All hours will be in the school holidays.	Essential	A, I
COMMITMENT TO A COMMON SET OF VALUES: (FOR ALL POSITIONS)		
The College's mission and vision and the goal of becoming outstanding.	Essential	A, I, R
The role of 14-19 education in developing and improving people's lives.	Essential	A, I
Determination to promote equality of opportunity throughout all aspects of College life, including curriculum and service delivery.	Essential	A, I, R

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Ensuring a culture of rigor and discipline throughout the area.	Essential	A, I, R
Ensuring a healthy and safe environment.	Essential	A, I, R
Continuous personal and institutional development.	Essential	A, I, R
Continuous personal and professional development.	Essential	A, I, R
High professional and personal standards of work and of conduct.	Essential	A, I, R

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Terms and Conditions - summary

1. Contract

The successful candidate will be offered a casual '0' hours contract of employment with the Corporation of Worthing College. Payment will be made for actual hours worked only on a claims basis. There may be times when no work is available and the College has no duty to provide postholders with any work at such times. The College will try to give as much notice as possible of any hours when forest school leaders are required to work.

2. Salary

The hourly rate for this post will be £8.98, which gives an equivalent rate for hours worked of £10.06 including paid holidays. Pay will be based on actual hours worked. Paid holiday will be taken during college holidays and will be paid pro rata at the end of October, December, February, April, May and August. Pro rata pay will be based on the number of hours worked in the preceding half term or termly period. For further details or clarification please speak to Human Resources.

3. Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS (Disclosure and Barring Service) and health checks and presentation of original qualification certificates. We will always obtain references prior to interview.

4. Pension Entitlement

You will automatically be enrolled in the Local Government Pension Scheme, should you not wish to pay into the scheme you must complete an Opt out form.

5. Disclosure and Barring Service check

The post is subject to an enhanced DBS check. Worthing College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment.

This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the

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Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound-over at a court or cautioned by the police for any offence.

Your DBS check will be processed by the college on acceptance from you of an offer of employment. You will be required to pay the full cost of your DBS check (currently £44). The cost of the check (£44) will be deducted from your first full month's salary payment unless it has already been paid by cash or cheque. You will be required to register with the DBS within 14 days of the certificate being issued (the registration fee is currently £13). Full details of this process will be provided on offer of employment. We pass this fee on, in full, to the DBS.

6. Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

7. Data Protection Act 2018

Worthing College collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 2018, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your application. If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

How to apply

INTERNAL CANDIDATES

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the staff intranet (Sharepoint) under '*document libraries/human resources/current vacancies*'. Your line manager must complete the form and it must be received by Human Resources by the deadline shown below.

Applications are invited at any time. The vacancy will close once suitable appointments have been made.

Interview dates will be notified to successful applicants in due course.

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How to apply

EXTERNAL CANDIDATES

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please download the electronic application form via the link on the jobs page on our website (www.worthing.ac.uk) and email to humanresources@worthing.ac.uk, wherever possible.

Alternatively you may download the form in Microsoft Word or request a hard copy from the Human Resources Team. Please use black ink, as other colours do not photocopy well and make sure that what you write is clear and legible. If you need more space in any section of the application form, use extra sheets of paper and put your name at the top of each sheet.

References

References for candidates short listed for interview are always taken up prior to interview. You will need to provide names, addresses and, where possible, e-mail addresses of 2 referees not related to you. One should be your current or most recent employer and should be someone authorised to speak for the employer not just a colleague. If you currently work for a college or school or if you are a school pupil or college student, we would expect the Principal or Headteacher to be a referee. Personal references are not acceptable.

INFORMATION FOR AGENCIES

It is our policy to recruit candidates directly from advertisement through our College website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

EQUAL OPPORTUNITIES MONITORING

The College is working to improve its equal opportunities provision. You are asked to complete these sections of the application form which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or

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inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

WHERE TO SEND YOUR APPLICATION

If you are posting your application please address it for the attention of **Human Resources, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD** (Tel: 01903 275755 Ext 422 / 495 / 424)
Email: humanresources@worthing.ac.uk).

Applications are invited at any time. The vacancy will close once suitable appointments have been made.

What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview date will be notified to successful applicants shortly after application deadline.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to direct funds towards education wherever possible, it is no longer possible to write to unsuccessful applicants. If you have not therefore received a reply within 5 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope that you will recognise that this is a practical necessity on our part and that the lack of response will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

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