



Duncombe  
School

An Independent Preparatory  
School and Nursery

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## Forest School Co-ordinator Job Description

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<b>Job Title:</b>	Forest School Co-ordinator
<b>Reporting To:</b>	Head of EYFS / Headmaster / Deputy Head (Academic)
<b>Internal Contacts:</b>	All school non/teaching employees, pupils
<b>External Contacts:</b>	Education establishments, suppliers, parents

Duncombe School was founded 76 years ago by local teacher Lily Taylor, who opened with just eight pupils. The school quickly outgrew its premises in Pegs Lane, Hertford, and moved to a larger building in Westfield Road, Bengeo. In 1951, we moved to our present Palladian-style mansion and extensive grounds in Bengeo, just outside Hertford.

Duncombe is home to an array of well-behaved and inquisitive pupils who are supported by our team of friendly staff of teachers through to the catering team. We each share a clear vision of what an excellent Prep school looks like; I believe it can be defined as the willingness to explore the new, along with the confidence to stand on the established. This can be understood as a school that is prepared to take regular, reflective self-assessment both of the teaching and learning experience and its holistic provision. A school which keeps the faith, has confidence in its values, aims and ethos which are understood by the entire school community.

We are a school that is prepared to embrace new technologies, which enhance both learning and teaching. A school which provides a vibrant and happy environment where pupils feel secure and safe, but are willing to be challenged and stretched. A school that is prepared to engage and take a lead in the debate about curriculum development, green agenda and current issues. Importantly it is a school that values the entire family and puts the needs of others at its heart.

Our expectation and ambition for our pupils and their families continues to grow. It would be my personal pleasure to show you and your family around our school, stand alongside you and watch our pupils and teachers impress you with their passion for education, their manners and unpretentious confidence, their good humour and the pride they have to be part of Duncombe School.

### JOB PURPOSE

To promote, lead, facilitate and develop the Forest Schools programme from Early Kindergarten through to Year 6 at Duncombe School.

## MAIN DUTIES AND RESPONSIBILITIES

- To plan, prepare and deliver Forest School lessons, with liaison with the class teachers/leaders.
- To be responsible for setting up the activities and getting ready the equipment and materials needed.
- To maintain the materials, tools and equipment in a suitable state.
- To prepare and keep up to date the relevant Risk Assessments. 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 advise the school on the necessary purchasing of any equipment, and to fill in the relevant order forms.
- To help promote the Forest School.
- To participate in annual performance appraisal and to agree with your Line Manager targets for the following year.
- The post holder must carry out his/her duties with full regard to the School's Health and Safety Procedures.
- Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the post.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

## SKILLS & KNOWLEDGE

- Level 3 Forest Schools Practitioner.
- Knowledge, understanding and practical experience of Forest School provision for young children.
- Knowledge and practical understanding of child development.
- Knowledge and understanding and practical experience of sustainable woodland management and education within the outdoor environment.
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements.
- Able to work independently and to manage own time efficiently.
- Warm and caring personality - friendly and approachable to learners.
- Ability to create and implement basic systems for learner records.
- Ability to communicate effectively with staff at all levels.
- Commitment to equal opportunities for all learners.
- Understanding of the Forest School Ethos and be able to apply this throughout all working practice, both with pupils and staff.

## HOURS OF WORK

This is a part-time term-time only position and it is anticipated the days and hours of work will be as follows although a degree of flexibility is required:

Thursday: 8.30am to 4.00pm  
Friday: 8.30am to 4.00pm

## TERMS AND CONDITIONS

### Salary

Salary is based on the Duncombe scale and will be commensurate with experience.

### Holiday

You shall be entitled to take normal school holidays as holiday with pay (pro rata where applicable). However, you shall work at such times during the school holidays as reasonably required by the School. In particular, you may be required to be present on the last afternoon of term and up to three working days before the start of each term and may be required to attend courses during the holidays. You shall be given reasonable notice of such requirements. Public holidays are additional but the school reserves the right to require you to work on a public holiday.

The holiday year is the academic year (1<sup>st</sup> September to the 31<sup>st</sup> August). Holiday leave entitlement does not accrue therefore you are not permitted to take leave during term-time.

### Sick Pay

The School offer the following enhancement to SSP:

<u>Length of Service:</u>	<u>Amount of Pay per 12 months:</u>
Up to 1 year	5 weeks full & 5 weeks half pay
During the second year	10 weeks full & 10 weeks half pay
During the third year	15 weeks full & 15 weeks half pay
The fourth year plus	20 weeks full & 20 weeks half pay

### Pension

The School is an accepted school for the purposes of the Teachers' Pension Scheme (i.e. the Department for Education and Skills pension scheme for teachers) administered by Teachers' Pensions and governed by the Teachers' Superannuation (Consolidation) Regulations 1997 as amended. Further details about the Scheme are available from the School's Bursar/Business Manager.

The School makes no other pension provision for any of its teaching staff.

You are included in the Scheme and contributions will be made by the School on your behalf. If you do not wish to subscribe to the Scheme you may opt out provided you inform the School and Teachers' Pensions in writing within the allowed 'opt-out window' as detailed on the TPS Website.

The Opt Out Form can be obtained directly from the TPS Website.

If you have any questions relating to the Teacher's Pension Scheme, please refer to the TPS website [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

## RECRUITMENT PROCESS

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following website:

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)

CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. Please send your application and a covering letter, **before the deadline of 9.00am on Monday 16<sup>th</sup> October 2017** to:

Mrs Emma Webb  
PA to the Headmaster  
Duncombe School  
4 Warren Park Road  
Hertford  
SG14 3JA  
Email: emma.webb@duncombe-school.co.uk

**Interview date: TBC**

## **WELFARE OF CHILDREN**

*Duncombe School is committed to safeguarding and promoting the welfare of children and applications must be willing to undergo child protection screening appropriate to the job, including checks with past employers, and an Enhanced Disclosure via the Disclosure & Barring Service.*

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*