

# Wey House School

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Job Title/Post:	Forest School Leader
Grade:	SP6 (£21,563 to £25,313)
Contract:	Permanent - 36 hours per week/41 weeks per year. Pro rata salary (£19324 - £22685)
Application:	Application Form to Linda Arrowsmith by 25 <sup>th</sup> June 2018.
Responsible to:	Assistant Headteacher: Teaching, Learning and Assessment

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## Job Purpose

As part of the whole school team to assist in supporting all pupils at Wey House School in order to;

- To promote social and emotional development.
- Raise pupils individual standards of achievement
- Support pupils individual behaviour targets
- Support pupils to become independent learners
- Help pupils participate fully in the social and academic activities within the school

## Main Responsibilities:

### Support for pupils

- Planning Forest School sessions for groups and individual pupils.
- To implement behaviour management programs and promote positive behaviour of pupil through high expectations.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To develop leisure opportunities and supervise pupils at break time and lunchtimes developing their social relationships and interaction skills.
- To assess and systematically record pupil's progress and achievements.

### Support for Curriculum

- To develop your knowledge of the curriculum and schemes of work, and contribute ideas to develop pupils learning and skills.
- To contribute to the development and evaluation of the curriculum plans and schemes of works, with a particular focus on Forest Schools.
- To support learning through the development and production of work related tasks and materials.

### Support for School

- To work collaboratively with colleagues as part of a professional team.
- To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Senior Leadership Team.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of the confidentiality or sensitive information including the acceptable use policy.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe.
- To maintain an up to date knowledge of school policies and working practices.
- To adhere to all school policies and expectations.

### Support for Forest School

- Organise and run Forest School and any associated clubs.
- Work closely with the Assistant Headteacher and Premises Team to enhance woodland area and create engaging activities for the children.
- Organise, order and resource Forest School effectively within the given budget.
- Promote Forest School both within the whole school and the wider community.
- Be willing to prepare and lead INSET training.
- Produce termly Forest School newsletter and regularly update Forest School displays.
- The role will require flexible working in the holidays (at least 2 weeks) to maintain and develop the Forest School's outdoor area. Working arrangements to be agreed in advance with the Headteacher.

### Skills and Qualifications

#### **Essential**

- A high standard of Literacy and Numeracy skills (NVQ3, GCSE or be able to demonstrate equivalent skill levels)

- Post holder will be expected to either hold a Level 3 Forest School Qualification or be enrolled on a course to complete the Level 3 Forest School Qualification at the point of application

**At Wey House School, we take Safeguarding extremely seriously. The post is exempt from the Rehabilitation of Offenders Act 1974. This requires all convictions, cautions, reprimands, warnings, bind-overs (including those regarded as “spent”) to be voluntarily declared (if shortlisted) via the Confidential or Self Declaration Form (part of the CRB/pre-employment vetting process).**