



West Heath School
Ashgrove Road
Sevenoaks
Kent TN13 1SR
T 01732 460553
F 01732 456734

Principal & Chief Executive: James Nunn

Job Description **Forest School - Specialist Learning Support Assistant**

Reports to: Head of Faculty

Location: West Heath School – Sevenoaks, TN13 1SR

Hours: Term time only (39 weeks) Monday-Friday 8.30am-3.30pm

Main Purpose of the role:

Supporting the Learning Lodge Teacher to deliver forest school sessions, providing learners with opportunities to achieve and develop confidence and self-esteem through hands-on experiences in woodland and natural environment.

Physical Demands

The work requires moderate levels of physical effort. It involves lifting and handling of equipment and other resources and to be involved in practical activities and physical care of learners and the physical outdoor environment. The role is almost exclusively out of doors and will require working on uneven surfaces and in unpredictable weather conditions.

Main Duties and Responsibilities

- Support the Learning Lodge Teacher to implement Forest School ideals, creating a supporting and nurturing environment where students can develop confidence and self-esteem
- To prepare and support both inside and outside activities and resources, being prepared to be outside in all weathers, providing students with a positive example and role model
- To care and manage Learning Lodge equipment, supporting students in their use and ensuring that health and safety guidelines are in place
- To care for and upkeep the Learning Lodge area, keeping the work area fit for purpose
- To support the training of staff and students with Learning Lodge equipment
- To provide administrative support as required

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies

- To support all staff and students in keeping to specific Learning Lodge Health and Safety guidelines.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Head of Faculty.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Good sense of humour and ready work as part of a time.

Qualifications and experience required for this role:

See - Person Specification below



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PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications		Level 2 Forest School or similar	Certificate Application form
2. Experience	Experience of working in schools (preferably SEN)	Outdoor activities with young people	Application form Interview
3. Knowledge and skills	Outdoor skills, use of relevant tools		Application form Interview questions Presentation
4. Competence	Teamwork skills Organised		Interview questions Presentation
5. Personal Qualities	Approachable and aware of self and others Interest in Forest School or similar techniques		Interview questions Presentation
6. Other	Full Driving Licence		Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.