



Candidate Information

Forest School Lead

September 2025

The Post

We are looking for a Forest School Lead to join the team from September 2025. The post holder will be expected to provide leadership, support and develop the Forest School curriculum from Nursery to Year 6. The successful candidate will be required to hold the relevant Forest School Leadership Qualification.

The post is term time only Monday to Friday. The core working hours are 8:00am until 4:00pm. In addition, there will be a requirement to run at least two after School clubs until 5:35pm. These hours are subject to change in timetable, and flexibility is required.

The starting salary is circa £22,100 per annum.

Key Responsibilities

- Lead and develop the Forest School and/or Outdoor Learning curriculum for children from Nursery to Year 6 enabling the children to develop their knowledge and skills. Provide a yearly overview and evaluation of the curriculum and update in line with areas identified in the evaluation and any new initiatives;
- Deliver lessons in Forest School which inspire and motivate all children, including those with SEND and EAL, and develop children's self-esteem, problem solving skills, teamwork skills, communication and risk taking. Capture and keep records of specific activities and experiences;
- Own and develop risk assessments to include the writing and retaining of all site, tool, fire and activities undertaken to include activities such as building shelters, moving logs and carrying sticks safely;
- Take responsibility for the control of the Forest School budget and provide capital bids as required. Research, source and order resources as required;
- Maintain all resources and tools checking at all times for safety;
- Liaise with grounds staff and Estates Bursar to provide a safe environment by identifying risks proactively, and perform safety site checks daily;
- Be aware of and follow all other School Policies and procedures;
- Create, maintain and update displays that will motivate and inspire the pupils and inform parents and visitors;

- Provide talks and workshops for parents, staff and other interested parties on the ethos of and activities undertaken in Forest School;
- Work closely with the Marketing department to produce communications and events that inspire current children and families, and attract prospective children and families;
- Keep abreast of new developments, initiatives and philosophies in Forest Schools and Outdoor Learning and feedback to Senior Management Team'
- Maintain the Forest School specific First Aid course certificate at all times;
- Organise and participate in the training of staff, such as INSET, twilights and other Continuous Professional Development as arises from time to time;
- Run clubs for children to be able to engage in even more opportunities for outdoor learning throughout the academic year;
- Carry out any other work and activities as directed by the Head / Head of Pre-Prep, including carrying out duties and assisting in classrooms and lessons when required.



Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters of application should state particular skills and attributes you can bring to Sutton Valence School and a brief details of how you fit the position, including specific details of skills, experience and achievements.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). To apply please complete the [application and monitoring form](#) and email it with a covering letter to hradmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Closing date: Friday 21st March 2025

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Sutton Valence School is an equal opportunities employer.

Please note: we reserve the right to appoint prior to the closing date.



The School

Sutton Valence Preparatory School is an independent 2 – 11 years, co-educational, day school located on the outskirts of the village of Chart Sutton just a few miles from Maidstone. It is a happy and caring school where the children are supported to reach their potential, and they achieve impressively in both academic and co-curricular activities.

We pride ourselves on providing outstanding learning opportunities for all children. Well-qualified, dedicated and experienced teaching staff deliver a vibrant, diverse and challenging curriculum, favourable staff:pupil ratios and superb facilities enable the children to make excellent academic progress.

The School's roll is currently around 278 and the Head is a member of the IAPS. Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to Sutton Valence School or local grammar schools.

SVPS provide opportunities for children to develop and flourish in each of the four areas that SVPS holds dear: Academic, Enrichment, Community and Leadership and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

Our excellent facilities, as well as those of our Senior School, and the passionate teaching delivered by our staff ensures the children develop their musical, sporting and drama skills and fulfil their potential in these key areas. So that every child is able to find their 'thing', our wide and varied clubs and activities programme encourages our children to enrich their lives, both now and in the future, by exploring interests outside the normal school curriculum.

Further information about Sutton Valence School can be found on our [website](#). We also have very active accounts on Facebook, Twitter and Instagram.

Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

Ethos

A community where each cares for all and individuality is cherished.

Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



Sutton Valence Preparatory School

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