

# Job Description

**Post:** Forest School Lead

**Responsible to:** Headteacher

## Core Purpose

The Forest School Lead is responsible for the implementation and delivery of Forest School sessions. With guidance and support from the Senior Leadership Team, the lead will plan, develop and establish a stimulating outdoor learning environment that fosters curiosity, exploration, and a connection with nature for primary school students.

## Responsibilities

- To plan, prepare and deliver a range of Forest School sessions with children. To liaise with staff prior to sessions to ensure plans are appropriate and all needs and expectations are met
- Ensure Health and Safety requirements are met, including Risk Assessments which are continually checked and updated
- To create and maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of children
- To supervise and support children with varying needs whilst delivering sessions
- To ensure all sessions are well prepared and risk assessed
- To participate in training and other learning activities/meetings as required
- To administer basic first aid as the need arises
- To manage support staff and volunteers effectively, ensuring they embrace the ethos of forest school
- To promote learning in the outdoor environment and the ethos of Forest schools and outdoor learning
- To be responsible at all times for high standards of care and education for all
- To ensure effective communication with parents, volunteers, partner organisations and of course, children
- To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and activities used
- To regularly check and maintain tools and other equipment and stored securely and safely
- To keep records as appropriate of emergency contact details for participants, permission forms and achievement of children
- To be aware and adhere to all relevant School policies and procedures

- To undertake all duties reasonably requested by the Senior Leadership Team, whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

**General:**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection
- Be aware that all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required and to participate in appraisal and professional development

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

# Person Specification

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Forest School Level 3 qualification e.g. through the Forest School Association (or willing to complete)	*	
Hold a current Paediatric/16hr outdoor First Aid Certificate.	*	
Other outdoor experiences and/or qualifications (eg. Bushcraft)		*
<b>Experience</b>		
Experience of working with groups of children at different stages of development.	*	
Recent and significant experience in leading Forest School/outdoor education sessions with children of a range of ages	*	
A love of working outdoors regardless of the weather, whilst ensuring the safety of the children when working in wet and muddy conditions / uneven surfaces, or in hot and sunny conditions	*	
Knowledge, understanding and practical experience of Forest School provision for young children	*	
Proven ability to plan and deliver environmental education-based activities to a wide age range of children	*	
Experience of working in a school		*
Ability to engage constructively with and relate to a wide range of young people and families/carers		*
<b>Knowledge, Skills and Understanding</b>		
Knowledge and practical understanding of child development	*	
An understanding of the importance of confidentiality	*	
A good general knowledge of wildlife and conservation issues	*	

Understanding of the Forest School Ethos and be able to apply this throughout all working practice, both with children and staff	*	
An understanding of health and safety requirements and welfare issues of working with young children	*	
Commitment to equal opportunities for all learners	*	
Full working knowledge of current statutory and regulatory guidelines related to outdoor learning and education	*	
Able to work independently and to manage own time efficiently	*	
Good organisational skills	*	
Excellent communication skills, within a wide age range including staff at all levels	*	
Computer literate for report writing and recording	*	
Good knowledge of growing plants and seasonal changes in flora and fauna		*
<b>Understanding of Child Protection &amp; Safeguarding Personal Qualities</b>		
Enjoy working with primary aged children from a range of backgrounds and commitment to supporting their physical, social and emotional development through forest school activities	*	
Commitment to continued professional and personal development	*	
Professional credibility & commitment to equal opportunities and valuing diversity	*	
Demonstrate a commitment to supervision and reflective practice	*	
<b>Personal Characteristics</b>		
Warm and caring personality, friendly and approachable	*	
Punctual and organised (can organise own workload and that of support staff/volunteers)	*	
Ready to learn from and rise to challenges – keen for all children and staff members to thrive	*	
Creative, practical thinker who works well as part of a team	*	