**Job Description – Outdoor Learning/Forest School Assistant**

* To assist in the safe delivery of outdoor learning/Forest School Activities. This maybe within schools or on private sites.
* To assist with parent and toddler sessions.
* Maybe opportunities to assist at sessions during the school holidays/afterschool clubs/lunchtime clubs.

Location

* Various locations across North Devon. Key sites are located in Bideford and Appledore, there may be opportunities to work across multiple sites.

Times

* Term time – full day 8.30am -3.30 pm. Half day 8.30 am- 11.30am or 12.30pm -3.30pm.
* There may be opportunity to work extra hours around these core hours.
* There may be opportunity for work during holidays at Appledore School the core hours for this work are 7.30am-5.30pm.

Roles and responsibilities

* To assist with groups in outdoor learning/forest school tasks appropriate to the age and ability.
* To assist with the risk assessment of site and tasks, includes ensuring an awareness of the risk assessment for the session and responsibility towards the overall health and safety of the group, tasks and equipment (including play equipment, swings, ropes, cargo net or any other infrastructure used within the session).
* Help with the preparation of any resources/materials needed to complete tasks as directed by the leader.
* To work with the leader and support staff to deliver sessions and manage behaviour within the policies of the school or setting.
* To adhere to policies and procedures of ABOFA and to raise any concerns or actions as appropriate.
* To comply with safeguarding policies and procedures as applicable to individual settings.
* To complete relevant paperwork to ensure the safe delivery of settings.
* To keep up to date with any relevant training or CPD as required to successfully undertake the post.
* To contribute to session planning/curriculum development.
* To support the leader to undertake health and safety inspections and maintenance work as appropriate to ensure that settings are safe and fit for purpose.
* Liaising with the leader to flag any information which may be pertinent to the safe running of the session.
* Any other tasks as appropriate, commensurate with the skills and abilities of the post. This may include taking responsibility for some activities within the sessions with smaller groups, or dealing with behavioural issues away from the main group.

Knowledge, Skills and Experience

**Essential**

* Previous experience of Forest School/Outdoor Learning activities.
* Previous experience of working with large groups.
* Qualification in Outdoor learning/ Forest Schools/Teaching or SEN (Level 2)
* Willing to work as part of a multi-disciplinary team to ensure best practice and an excellent experience for all participants.
* Forward thinking, able to make decisions and dynamic assessments of risks and ability within groups.
* Pro-active able to contribute to the development and the improvement of the outdoor learning curriculum.
* DBS Certficate

**Desirable**

* Experience of dealing with a range of behaviours across age groups.
* Experience of SEN groups.
* Experience of working with a wide range of pre-school and primary age groups.
* Knowledge of the natural environment.
* Maintenance skills which may include the use of machinery such as strimmer’s, chainsaws, plant machinery, hand tools to maintain vegetation and infrastructure.
* Gardening/Horticulture skills and experience.
* Experience in curriculum based outdoor learning opportunities.
* Experience of using a progressive skills framework for Forest School/Outdoor Learning – we are looking to use the Wild Passport as a basis for developing a curriculum during the next academic year.
* Administration experience in delivering outdoor sessions, eg. Completing Risk Assessments, First Aid Log, Daily Site Checks and Maintenance Records.
* Current Outdoor Paediatric First Aid Qualification
* Current Safeguarding Qualification – minimum level 2.
* Current Food Hygiene Certificate – level 2

Core/Essential Hours

* Term Time Thursday 8.30 am – 3.30 pm – 6.5 hrs
* Term Time Friday half day 8.30am – 11.30am /12.30-3.30pm – 3 hrs

Renumeration

Hourly rates paid as full or half days. Total: 9.5 hrs Term Time

* 9.5 hrs @£11.00 = £104.50 - on a PAYE with opt in pension contribution.
* 9.5 hrs @ £12.50 = £118.75 - on a Freelance basis, you will be responsible for the upkeep of your qualifications as required by the post.
* No further planning or prep time will be paid unless agreed in advance.

PAYE payments will be generated monthly on the 15th of each month based on the core 13 term time hours. Extra hours will need to be submitted via the appropriate form.

Freelance – Invoices will need to be submitted on the last day of each month for the hours worked. You are responsible for ensuring you declare your own tax and national insurance as appropriate to HMRC rules. You will need to be working in a freelance capacity elsewhere to comply with HMRC self-employment guidelines.