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

* To safely lead primary school groups in outdoor learning/Forest School Activities. This maybe within schools or on private sites.
* To lead parent and toddler sessions.
* Maybe opportunities to run/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 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 lead groups in outdoor learning/forest school tasks appropriate to the age and ability.
* To risk assess site and tasks, responsible for 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).
* Preparation of any resources/materials needed to complete tasks.
* To work with 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 undertake health and safety inspections and maintenance work as appropriate to ensure that settings are safe and fit for purpose.
* Liaising with SLT and other members of staff to ensure the smooth running of sessions.
* Any other tasks as appropriate, commensurate with the skills and abilities of the post.
* Responsible for instruction of assistants/volunteers helping within sessions.

Knowledge, Skills and Experience

**Essential**

* Previous experience of delivering Forest School/Outdoor Learning activities.
* Previous experience of leading large groups.
* Qualification in Outdoor learning/ Forest Schools/Teaching or SEN
* 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.
* Current Outdoor Paediatric First Aid Qualification
* Current Safeguarding Qualification – minimum level 2.
* Current Food Hygiene Certificate – level 2
* DBS Certificate

**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 developing curriculum based outdoor learning opportunities.
* Experience of developing 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.
* Contributing to the development and review of Policies and Procedures.

Core/Essential Hours

* Term Time Thursday 8.30 am – 3.30 pm – 6.5 hrs
* Term Time Friday 8.30 am – 3.30 pm – 6.5

Renumeration

* Hourly rates paid as full or half days. Total: 13 hrs Term Time
* 13hrs @£13.00 = £169.00 - on a PAYE with opt in pension contribution.
* 13 hrs @ £15 = £195 - on a Freelance basis, you will be responsible for the upkeep of your qualifications as required by the post.

The 13 hours includes 3 hours non-delivery time for preparation of activities and any site/tool/equipment maintenance. 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.