

Forest School Instructor

Job Description and Person Specification

Light Years School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Light Years Pay Scale K1-K16 (£8,875 - £11,280 actual)

Hours: 18 hours per week

Contract Type: Part time, Permanent

Reporting to: Inclusion Manager

This is an exciting opportunity to join our team in the role of **Forest School Instructor**. We are passionate about promoting communication, independence and wellbeing in our pupils and supporting and empowering families. You would be working alongside other team members including senior leaders, classroom teachers, learning support assistants, a therapy team and other support roles. Our provision includes small class sizes of 8 pupils, sensory friendly learning spaces, large classrooms, outside play areas, high staff to pupil ratio and a personalised curriculum approach.

You would be based at Light Years School, Fareham, an 'outstanding' specialist independent provision.

This role will be supporting our children, aged 7-11, who have a range of needs including autism, SEMH needs, ADHD and speech and language communication needs. Your role will involve creating dynamic, hands on learning experiences that foster confidence, self-discovery and resilience in our students.

Our school motto; 'start small, grow tall' symbolises a child's growth and development through their individual learning journey at Light Years School. We believe passionately that with the right support at the right time, pupils will thrive in school and be ready for the next stage of their education.

Values

Our Forest School Instructor will share our values:

Understanding: We show understanding and care to truly comprehend a child's journey up to the point of joining our school.

Acceptance: We encourage children to accept themselves and others for who they are and feel good about themselves.

Celebrate: We celebrate pupil's individuality and their superpowers!

Resilience: We inspire pupils to try new experiences, overcome barriers and grow in confidence.

Courage: We promote a culture where pupils will feel safe enough to see failure as part of their learning and be brave enough to take on the next challenge.

Kindness: We treat our school community with kindness and respect.

Main Purpose

Our Forest School Instructor will facilitate outdoor learning experiences for our children, fostering their holistic development through engaging, nature-based activities. To design and launch a transformative Forest School programme to support pupil growth and engagement. They will take responsibility for the planning and delivery of the sessions and work collaboratively with colleagues, outside agencies and parents to continuously improve and grow our on-site provision.

Forest School Instructor Specific Responsibilities

Supporting pupils

- Lead the development, delivery and assessment of Forest School sessions.
- Build positive relationships with pupils, promoting high self-esteem and independence.
- Adapt communication style to respond to pupils according to their individual needs.
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.
- Assist with the development and delivery of individual education and support plans.
- Promote positive behaviour management in the Forest School environment, establish routines and boundaries to ensure the safety of pupils.
- Encourage pupils and show enthusiasm for their subject indoors and outside and in the forest school sessions.

Teaching and Learning

- Create and maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of the pupils.
- Plan, prepare and deliver purposeful and productive activities for pupils.
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning.
- Select and use a range of different resources and teaching styles, appropriate to the forest school experience.
- Be prepared to innovate and devise imaginatively varied ways of teaching the forest school experience to children.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Monitor, record and report on progress and attainment.
- Supervise a class if the teacher is temporarily unavailable.
- Contribute to the overall ethos, aims and work of the school.

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Helping to promote the Forest School to the school and wider community.
- Bringing creative ideas to help us further develop our outdoor environment.
- Follow the school's communication process when communicating with parents.

Professional Development

- **Level 3 Forest School leader qualification or the willingness to complete.**
- **First aid trained or the willingness to complete.**
- Engage in the school's appraisal procedures and process.
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Complete mandatory online training modules selected by the school.
- Attend all in-house training as required by the Headteacher.

Health and Safety

- Ensure Health and Safety requirements are met, including risk assessments which are continually check and updated.
- Promote the safety and wellbeing of pupils.
- Maintain a safe environment learning environment.
- To regularly check and maintain tools and other equipment and stored securely and safely.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.
- Be vigilant in taking responsibility for safeguarding children and comply with the schools safeguarding policy.
- Know that safeguarding is everyone's responsibility and maintain an attitude of "*it could happen here*".
- Follow all safeguarding guidance and procedures when working away from the main school site
- Record all safeguarding concerns in line with the school's policies and procedures

General responsibilities for all staff

- All staff have a responsibility to work within the school's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the school. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the school and any associated body.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Visits are strongly encouraged prior to interview.

To Apply

Please go to our website www.lightyearseducation.co.uk and complete an application form and return to admin@lightyearseducation.co.uk. Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found. If you have any questions about the role or would like to arrange a tour please contact Sarah Alden via email at admin@lightyearseducation.co.uk.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of our children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • Level 3 Forest School leader qualification desirable • First aid qualification desirable
Skills and knowledge	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children/young people with special educational needs (SEN) • Experience planning and delivering learning activities

	<ul style="list-style-type: none"> • Good organisational skills and leadership experience • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Excellent verbal communication skills • Ability to work as part of a team and flexible in their approach to daily routines • Active listening skills • The ability to remain calm in stressful situations • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Enthusiastic about outdoor learning • Confident and proactive • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

This job description is subject to annual review and/or change at other times in response to identified needs of the school.