

Job Description - Forest School Assistant AP Specific



Job Purpose:

To carry out the duties of a Forest School Assistant for our Alternative Provision, in accordance with Wheatfen Forest School policies and procedures under the direction of the Management and Forest School Group Leader for that session.

Areas of Responsibility and Key Tasks:

To ensure that all sessions are well supported. To be aware of and comply with all Wheatfen Forest School policies and procedures. To participate in training and other learning activities/meetings as required. To administer basic first aid as the need arises. To observe confidentiality at all times. To undertake all duties reasonably requested by the Forest School Leader and Management.

Assistants must be available in term-time to run sessions on a consistent basis, as is imperative to the long term aims for Forest School and to meet the need of participants.

Additional groups/ sessions on an ad-hoc basis are more negotiable/flexible.

To liaise with external settings/ individuals, as requested by the Forest School Leader and Management. To communicate effectively with other staff as necessary prior and during sessions to ensure needs and expectations are met. To supervise and support participants and other practitioners, with varying needs while delivering sessions.

To create and maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of participants.

To ensure that all sessions are well prepared. To be aware of and comply with all Wheatfen Forest School policies and procedures. To participate in training and other learning activities/meetings as required. To administer basic first aid as the need arises. To observe confidentiality at all times. To undertake all duties reasonably requested by the Forest School Leader and Management.

Hours will be outlined, dependent on sessions running and other circumstances. Pay rate reviewed as appropriate, and can be dependent on experience, responsibility levels and other factors, pay is discussed with the finance manager on a 1-1 basis, with the minimum being the Real Living Wage rate (currently £12/hour, going up in May 2025).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in the Personal Specification Skills and require an understanding of the dynamic nature of Forest School. A proven ability to plan and deliver environmentally and developmentally appropriate based activities to a wide-range of participants.

Valid First Aid Training (outdoor specific/ including paediatric) is essential, as is Food Hygiene Level 2 Certificate and Level 2 or 3 Forest School Qualification, from a recognised and approved training body, it is the employee's responsibility to keep this up to date and send evidence to the management.

Personal Specification Skills:

Strong communication, presentation and interpersonal skills with an ability to disseminate information to a variety of audiences, appropriately and with a Forest School ethos manner. To be punctual, well organised (can organise own workload and that of support staff/volunteers). To have a strong team working ethos and ability to work collaboratively with assistants and volunteers, from a

range of backgrounds and experience bases. To have a flexible and proactive work ethic and a positive “can-do” attitude is imperative. A strong child-led focus and the ability to demonstrate the importance of the six Forest School Principles in your practice is essential.

Prior experience:

Either recent and significant experience in assisting in Forest School/Outdoor Education sessions with young people, preferably of a range of ages.

DBS clearance: Please note that as this post will involve working with vulnerable children /adults, your appointment is subject to you receiving satisfactory references and DBS clearance. As a Safer Recruitment employer, meeting the needs of this will also be a part of the process for appointment.