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| **Forest Schools Instructor** |

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| **Reporting to:** | CM Environment (via Lynn Clark Forest School PM) |
| **Working Hours:** | Part - time (18 hours per week pro rata) |
| **Salary:** | Salary £17,475 - £22,451 per annum pro rata |
| **Annual Leave:** | 26 electable days, 8 statutory days (pro rata) |

**Job Purpose**

To be part of the delivery team for our expanding Forest School programmes. You will need to be experienced with Forest School delivery primarily to the 11-15 age group. You will need to be an enthusiastic, well organised and qualified person to help coordinate and deliver a range of forest school programmes. The post will be 3 days per week 8.30am to 5.00pm.

**Duties and Responsibilities of the Job**

1. *Teaching*

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| 1. Planning and delivering Forest School programmes for a wide range of ages throughout the year. |
| 1. Monitor and report on student achievement and progression in accordance with the requirements of the individual Forest School programmes |
| 1. Be able to deliver sessions across a number of locations including our Plumpton, Stanmer and Flimwell facilities |
| 1. Plan and deliver Forest Adventure Holiday Club and after school club provisions for a range of ages |
| 1. Maintaining and developing professional relationships with external client organisations |
| 1. Assisting and supporting with the development of new programmes, Forest School training courses and other projects. |
| 1. Contribute to our social media profile. |
| 1. Maintaining our Forest School facilities and equipment |
| 1. Participate in the development and delivery of promotional show events |
| 1. Maintain close links with industry, to ensure a good working knowledge is maintained for Forest School practice |

1. *Continuous Professional Development*

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Be qualified at Level 3 Forest School Leader level with a minimum of 2 years all season experience. |
| Be a good communicator and have good literacy, numeracy and IT skills |
| Be able to work as part of a small team with a flexible and organised approach to work. |
| Full clean driving licence (ideally minibus). Outdoors/Remote First Aid qualification if possible. |
| **Desirable criteria for the post** |
| Level 3 or above Teaching and Learning qualification |
| Bushcraft or conservation qualifications or experience |
| An understanding of the Nature and Wellbeing sector |
| H&S qualification or be prepared to obtain one |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

The post will be 3 days per week 8.30am to 5.00pm, but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Teachers’ Pension Scheme / Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.