**Job Description and Person Specification**

**Freelance Forest School Assistant**  
  
The purpose of the Forest School Assistant is to work alongside the Forest School Leader (FSL) in providing high quality, inspirational outdoor learning sessions for children of primary school age during in-school sessions and/or at Find Your Wild’s after school and holiday clubs.

**Main Responsibilities**  
♣ To work with the FSL in the delivery, organisation and smooth running of the Forest School sessions / environment.

♣ To work with the FSL in setting up activities and getting equipment and materials ready for sessions and maintaining equipment and resources so they are safe to use.

♣ To assist the FSL with the timetabling, planning and preparation of sessions, and to link this to the EYFS / National Curriculum objectives where appropriate.

♣ To attend planning meetings as required.

♣ To support the FSL in maintaining high standards of care and education of all group members in accordance with Find Your Wild procedures and other legislative statutory requirements.   
♣ To support the FSL in keeping a register and up to date records of all learners using the Forest School provision.  
♣ To supervise, observe, mentor and support all children using the Forest School provision.

♣ To work with the FSL in preparing and keeping the relevant Risk Assessments up to date, including daily health and safety checks in accordance with Find Your Wild policies.

♣ To assist the FSL to monitor the impact of the sessions and pupil progress and emotional well-being (Impact Assessment).

The Forest School Assistant will be expected to build good working relationships at every level. Working in partnership with learners and the school communities as a whole is highly valued. You must be approachable, friendly and able to communicate effectively at all times.   
**You will be expected to respect the confidentiality of sensitive information (subject to child protection policies and procedures).**

**Equal Opportunities**  
The Forest School assistant must carry out his/her role with full regard to Find Your Wild’s Equal Opportunities Policy

**Health and Safety**  
The Forest School Assistant must carry out his/her role with full regard to Find Your Wild’s Health and Safety Procedures.

**Work Demands**  
The Forest School Assistant will need to demonstrate effective time and resource management to meet the planned needs of learners and any anticipated demands that might be reasonably foreseen.

**Physical Demands**The work requires moderate levels of physical effort. It involves lifting and handling of play equipment and other resources and being involved in practical activities and the physical care of learners and the woodland environment. The sessions are based outdoors. This will require walking and managing the sessions on uneven surfaces and in unpredictable weather conditions. You are required to be a Forest School role model for the school community.

**Other Duties**  
The duties and responsibilities in this job description are not restrictive and the Forest School Assistant may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the job.

**Rate of pay**

Between £10 per hour and £12 per hour depending on experience and qualifications.

**Type of contract**

This is a freelance position and the post holder will be required to keep a record of hours worked, and to submit their own tax returns.

**Person Specification**

**(Essential)**  
♣ Experience of working with children of primary school age.

♣ Knowledge and practical understanding of child development.  
♣ Able to work independently and to manage own time efficiently.   
♣ Warm and caring personality - friendly and approachable to learners.   
♣ Ability to communicate effectively with staff and parents at all levels.   
♣ Commitment to equal opportunities for all learners.

**(Desirable)**  
♣ Level 3 Forest School Leader qualification   
♣ Knowledge, understanding and practical experience of Forest School or bushcraft provision for children

♣ Teaching experience