



JOHN LYON'S CHARITY



youngharrow
foundation

Woodland Adventure Forest School Harrow

Charity Number 1151381

www.woodlandadventureforestschoollharrow.com

Job Description for the Role of Manager

Reporting to: Woodland Adventure Forest School Harrow Trustees

Work base: All Saints' Campus and
Bentley Old Vicarage Nature Reserve

Main Purpose of the Job:

- To lead the delivery of forest school programmes and curriculum days
- To work in partnership and supervise teachers and teaching assistants, and occasionally students, within forest school sessions
- To liaise with school staff in planning forest school sessions to establish the needs of young people attending
- To include families where appropriate to the delivery of specific programmes
- To promote and market Woodland Adventure Forest School programmes to schools and other local education providers in Harrow, and in neighbouring local authorities
- To collect detailed data pertaining to attendance, performance and outcomes
- To take a lead in the monitoring, evaluation and quality assurance of the Woodland Adventure Forest School project
- To undertake projects to meet specific needs identified by schools and other education and support agencies
- To meet income and expenditure targets, maintain records, manage the resources budget and invoice clients
- To deliver one week's holiday programme for young people per year in addition to term time working
- To deliver additional weekend and holiday programmes for young people where appropriate and by agreement with the trustees

Responsibilities, Duties and Tasks:

- To plan and deliver a stimulating and enriching forest school programme appropriate for all participating groups
- To lead sessions for young people with a range of specific needs including SEN or SLD
- To plan activities appropriate to developmental needs of young people
- To observe and assess individual young people and to pass on verbal/written reports where appropriate, involving young people in their own self-assessment
- To visit schools and educational organisations in Harrow and neighbouring boroughs to promote, negotiate and plan for Woodland Adventure Forest School programmes
- To advise and train staff from schools and other educational organisations in developing forest schools in their own settings when requested and appropriate
- To ensure necessary paperwork e.g., consent forms, registers, evaluations has been circulated to, and completed by, the relevant personnel
- To undertake health and safety duties required in accordance with Safeguarding requirements and Woodland Adventure Forest School policies, and carry out risk assessments accordingly
- To develop and maintain the forest school site and take responsibility for the preparation, use and storage of equipment
- To deliver forest school programmes in all weathers except in severe conditions
- To deliver training workshops for teachers and forest school tutors when requested and appropriate
- To manage forest school assistants including volunteers and support them with their professional development and training.
- To maintain personal and professional development to meet the changing demands of the job
- To undertake additional duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- To attend meetings and report on the progress of the Woodland Adventure project to the board of trustees

- To provide detailed information and data for monitoring reports, as requested, in an efficient and timely manner

Notes:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau
- The trustees reserve the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Disability Discrimination Act
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the All Saints' Church Equal Opportunities policy

Terms and Conditions:

Contract: Term time only i.e., 5 days per week during school term time plus 1 week's holiday programme per year. Additional days during the school holidays and weekends by agreement

Opportunities for job sharing can be explored

This contract is for 2 years in the first instance, as from 1 January 2022

Salary: TBD