

# Job Description

## Freelance Forest School Leader

[www.canopy-forest-school.com](http://www.canopy-forest-school.com)



Job Title: **Freelance Forest School Leader**

Salary: **£1,536+ a month, £384+ a week. £16+ an hour (each session is 4hrs long in total (2hrs with students) as we include a paid set-up and take down time.**

Days and times: **24hrs+/3+ days of work available. Exact days and times are open to negotiation and we will endeavour to fit around your needs. Term time only**

### Role Purpose

We are seeking a freelance Forest School Leader who can help us in providing alternative provision, Forest School nurture groups in local schools across Hampshire.

The successful candidate will be talented at delivering small group, bespoke Forest School learning and offering pastoral support to children struggling in mainstream education.

The role focuses on smaller settings, personalized learning, and therapeutic support to improve behaviour, social-emotional health, and academic outcomes. Our alternative provision nurture groups are crucial for re-engaging learners and supporting their social and emotional health.

## General Responsibilities

### Professional Standards

- Uphold the duties of a Forest School Leader as outlined in our Canopy Handbook
- Ensure professional conduct by adhering to our codes of conduct document
- Act within the framework of policies our policies and procedures, and our Forest School ethos, mission and values maintaining the highest standards of professional accountability

### Collaborative Practice

- Work closely with colleagues, parents, and external partners to provide holistic support for pupils.
- Be an active participant in shaping and sustaining trauma-informed practices, fostering a culture of respect and trust

### Safeguarding

- Prioritise the safety and welfare of pupils 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
- Know that safeguarding is everyone's responsibility and maintain an attitude of "it could happen here".
- Record all safeguarding concerns in line with the school's policies and procedures

### 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

### GDPR

- 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.
- Photographs, filming, publicity and data storage of children attending the Forest School will only be used if this has been consented by parents/careers/the school

## Core Duties

### Supporting Pupils

- Lead the development, delivery and assessment of Forest School sessions.
- Build positive relationships with pupils, promoting high self-esteem, confidence and independence.
- Build trust and understand the importance of connections
- Adapt communication style to respond to pupils according to their individual needs.
- Support executive functioning skills and zones of regulation.
- Have patience, empathy and active listening skills
- 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 behaviour policy and guidelines on physical intervention.
- Have experience of working with children with additional needs,
- 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.

### 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 creative activities for pupils.
- Through observations in floor books, 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.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Monitor, record and report on progress and attainment.

## Personal Specification

<b>Criteria</b>	<b>Qualities</b>
Qualifications and experience	<ul style="list-style-type: none"><li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li><li>• Level 3 Forest School leader qualification</li><li>• First aid qualification</li><li>• A full clear DBS check</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Experience working in a school environment or other educational setting</li><li>• Experience working with children/young people with special educational needs (SEN)</li><li>• Experience planning and delivering learning activities</li><li>• Good organisational skills and leadership experience</li><li>• Ability to build effective working relationships with pupils and adults</li><li>• Skills and expertise in understanding the needs of pupils</li><li>• Knowledge of how to help adapt and deliver support to meet individual needs</li><li>• Excellent verbal communication skills</li><li>• Ability to work as part of a team and flexible in their approach to daily routines</li><li>• Active listening skills</li><li>• The ability to remain calm in stressful situations</li><li>• A good understanding of how children learn</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li></ul>

<b>Criteria</b>	<b>Qualities</b>
Personal qualites	<ul style="list-style-type: none"><li>• Enjoyment of working with children</li><li>• Enthusiastic about outdoor learning</li><li>• Confident and proactive and enjoys working as part of a team</li><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• Capacity to inspire, motivate and challenge children and young people</li><li>• Sensitivity and understanding, to help build good relationships with pupils</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of Canopy Forest School</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>