

Job Description **Forest School Lead and ELSA Support**

Start Date:	November 2024
Responsible to:	Headteacher
Location:	Wareham CE Primary School
Grade:	Grade 9, SCP 19-25 (FTE £29,777 - £33,945 per annum)
Hours of work:	35 hours per week, to be discussed at interview
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Overall Purpose

- To take sole responsibility of the running and upkeep of our onsite Forest School, this includes taking classes, small groups and one after school session per week.
- To work within the nurture provision of the school in a 1:1 role or with small groups.
- To support the work of the Inclusion and Safeguarding teams as directed by the SENDCO and Designated Safeguarding Lead.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

General Duties

- Provide ELSA interventions for individual or small groups of pupils as directed by the SENDCO.
- Support Nurture sessions, alongside the Pastoral and Nurture Lead, for small groups of pupils as identified by the SENDCO. Complete all relevant assessments and paperwork for individuals at Nurture.
- Record progress towards targets, including EHCP targets for all pupils.
- Feedback to parents, class teacher, headteacher and SENDCO on pupil's progress as needed.
- Support children with early signs of social, emotional, health or behavioural issues, and work with them, their parents, school staff and other support agencies to address problems which may prevent engagement with school and learning.
- To take Lead of the Forest school provision within school. This will include planning lessons for whole class, small groups and 1:1.
- Maintain the Forest School site. This shall include digging, mowing and general health and safety practise.
- Resource small loose parts to use within Forest School.
- To take an active role in the school's Outdoor Play and Learning (OPAL) work by obtaining and managing resources, support the ethos of challenging play for all and work with the site team to manage the health and safety aspects of this.
- Carry out other duties and responsibilities with due regard to the policies of the school and the MAT such as child protection, health and safety, equal opportunities, confidentiality, data protection etc.

Supervisory / Managerial Responsibility

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Communication / Contacts

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- Your Line Manager will arrange meetings, as needed, or as requested by yourself, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addresses.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and your Line Manager will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of and comply with policies and procedures relating to child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection.
- Report all concerns to an appropriate person.
- Be aware of who is the school's Designated Safeguarding Lead.
- To support the school's policy and procedure for safeguarding children.

Whilst every effort has been made to explain the main duties and responsibilities of the Pastoral and Nurture Lead role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification Forest School Lead and ELSA Support

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ Forest School Qualification ▪ Trained in providing ELSA interventions. 	<ul style="list-style-type: none"> ▪ Training/Qualification in work with pupils and parents ▪ Qualified or working towards at least NVQ level 3 equivalent qualification in a relevant discipline related to children and/or families <p>OR</p> <ul style="list-style-type: none"> ▪ Proven experience of working in a similar role
Experience:	<ul style="list-style-type: none"> ▪ Demonstrable experience of delivering individual or group based support ▪ Experience working with children with a higher level of need in a primary school setting. 	<ul style="list-style-type: none"> ▪ Experience running a Forest School ▪ Experience maintaining grounds work
Knowledge:	<ul style="list-style-type: none"> ▪ Knowledge of the social and emotional factors that affect a child's capacity to learn 	<ul style="list-style-type: none"> ▪ Knowledge of available support services and referral routes ▪ Effective writing of Risk Assessments particularly focussing on Forest School Management
Skills & abilities:	<ul style="list-style-type: none"> ▪ Able to relate to young people and adults in an empathetic manner ▪ Able to develop a rapport with pupils and their families ▪ Able to deal with difficult situations and/or individuals in a calm, fair but effective manner ▪ Able to deal with sensitive issues in a confidential manner ▪ Able to influence others, managing discussions effectively to ensure desired actions are achieved ▪ Able to communicate effectively - face to face or by telephone, with children/parents/head teacher/social workers etc. ▪ Able to prioritise workloads and work to deadlines ▪ Able to work as part of a team and use own initiative when required ▪ Able to report and account to line manager as appropriate 	<ul style="list-style-type: none"> ▪ Able to support learning by giving constructive feedback and coaching

	<ul style="list-style-type: none">▪ Able to demonstrate awareness/commitment to upholding equal opportunity policies▪ Able to maintain an effective record keeping system▪ Able to undertaking relevant training
Qualities & Attitude	<ul style="list-style-type: none">▪ Empathy▪ Resilience▪ Persistence
Other	<ul style="list-style-type: none">▪ ICT and administrative skills.▪ Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)

The post holder may be required to travel to other local sites, including other CLP schools.