



Candidate Pack

Forest Schools Instructor & Learning Assistant

[NJC Grade 4 – Point 8 - 14] £17,623 - £19,848
actual salary

Apply for something different | Apply to make a difference

Apply to work with The Evolve Trust

"The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school"

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.



Claire Marie Cuthbert - CEO for the Evolve Trust

"To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life".

"The Beech Academy, which is part of the Evolve Trust is a high achieving Special Education Needs School with a great tradition of success."

Dear Candidate,

Our vision is to open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life.

The Beech Academy, which is part of the Evolve Trust is a high achieving Special Education Needs School with a great tradition of success. We believe that an outstanding education develops our students academically, socially and morally, giving them the skills to be successful in whatever they do once they have left us.

We feel it is important for our young people to develop outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to help prepare our students for the next stage of their education, training or employment.

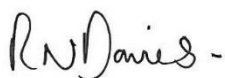
As a 'Values' driven Multi Academy Trust, everything we do is centred around these principles. To achieve this, our students aspire to display the following 5 values in all they do:

- **Ambition:** Fulfil your potential
- **Integrity:** Be honest & trustworthy
- **Inclusivity:** Respect for everyone
- **Endeavour:** Always work hard
- **Resilience:** Never give up

We believe that secondary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, governors, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Beech Academy as part of the Evolve Trust.

As an Academy that caters for young people with a range of special needs including Autistic Spectrum Condition and moderate learning difficulties, we work on a daily basis to turn 'I can't's in to I cans' and as the Head of School of the Beech Academy, I am proud to recommend it to you.

We recognise the equal value of each individual young person and we aim to provide the best possible opportunities for your child. We look forward to welcoming you to our community.



Neil Davies – Head of School for the Evolve Trust

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The Evolve Trust are seeking to appoint a new member of staff to join a supportive team, who are strongly focused upon raising standards for students.

A career with Evolve has unlimited opportunity. We are passionate in supporting staff with their professional development and believe that the more we invest in our staff the more successful we will become as a Trust.

This post is a superb career opportunity within a multi-academy trust that has:

- A generous Government supported pension scheme.
- National Living Wage Employer working towards accreditation.
- Been Ofsted rated Good and has already made strides towards achieving Outstanding in all our academies.
- Students who are willing and eager to learn.
- A track record of innovation and development.
- Is recognised for improving the quality of education in other schools.
- A proven track record for developing staff, securing good outcomes, good behaviour and good leadership.
- An excellent staff wellbeing scheme.

As part of The Evolve Trust the successful candidate will have the opportunity to:

- Benefit from CPD through Trust academies as well as opportunities to work with colleagues from primary and special education backgrounds.
- Access CPD through our membership of 2 Teaching Alliances, benefitting from accredited leadership development programmes as well as extensive training suitable for all career stages.
- Work in an environment where staff can trial new educational innovations and share best practice.

Forest Schools Instructor & Learning Assistant

[NJC Grade 4 – Point 8 - 14] £17,623 - £19,848 actual salary
35 hours per week, Term-time only

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org.

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Human Resources,
The Evolve Trust
c/o The Beech Academy,
Fairholme Drive,
Mansfield,
Nottinghamshire,
NG19 6DX

Application forms

These can be downloaded from the Evolve Trust website www.evolvetrust.org. Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

Closing Date/Interviews

Please ensure your application arrives by the post's closing date, which can be found at www.evolvetrust.org/vacancies.

Interviews may take place online in the first instance, and if successful, you will be invited to a formal interview on site.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

Job Description

Post:	Forest Schools Instructor & Learning Assistant
Salary/Grade:	NJC Grade 4 Scale Point 8 – 14 (£17,623 - £19,848 actual salary)
Contract:	35 Hours per Week, Term Time only
Reporting To:	Principal

Purpose

- To lead the delivery of the Forest Schools Programme across the academy.
- To develop the use of the school academy allotment / garden to support the planned curriculum.
- To work in partnership with teachers and other professionals to promote the learning and welfare of students by providing practical and learning support to students throughout the school.
- To support pupils with additional learning needs in the classroom using materials provided and following advice given implement strategies.
- To support colleagues within the classroom and provide guidance and support to develop and enhance existing practice, where appropriate.
- To supervise or lead activities as directed by SLT.

Duties – General

The Learning Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the SLT. The primary focus of the role is to deliver the Forest Schools Programme and support outdoor education across all year groups.

Forest School Duties

- Plan, prepare and deliver varied and innovative Forest School and outdoor education sessions from Years 7 to Year 13, working with class teachers to align with and enhance the delivery of the curriculum, where possible.
- Select and use a wide range of different resources and teaching styles, appropriate to the Forest School experience.
- Supervise, observe, mentor and support children when out in Forest School.
- Be responsible for high standards of care and education within the Forest School environment in accordance with Forest School procedures, best practice and any legislative requirements.
- Produce half-termly overviews and daily plans to evidence themes, aims and objectives of the Forest School and outdoor learning sessions.
- Record observations on development and progress of children.
- Plan resources, both for the longer term and on a daily basis for each Forest School session, ordering and maintaining equipment and resources.
- Promote the Forest School and outdoor learning ethos both within the academy and explore opportunities to promote it to prospective parents and the wider community.

- Assist with strategic planning and communications. The successful candidate will be expected to contribute to any longer-term plans and proposals to use and develop the Forest School resource and explore opportunities for accreditation, awards and schemes. They will also be required to assist in the promotion of our Forest School, for example, via our newsletter and website.
- Advise and support the School in maintaining the Forest School area / allotment, liaising with our grounds team.
- Continue with professional development qualifications and courses, disseminating knowledge to wider teams, as appropriate.
- Administer first aid where appropriate.
- Ensure that all activities are properly risk assessed.

In co-operation with the SLT and under the agreed educational plan, the post holder will, to a level reflected by the grade of the post support the pupil by:

- Assist in maintaining excellent standards of behaviour for learning and discipline at all times and promote amongst students an understanding and appreciation of the school's behaviour policy.
- Assist class teachers in the planning, monitoring and evaluation of pupils' learning in accordance with the partnership agreement for each class supported.
- Under the guidance of the class teacher, prepare materials (where appropriate) and deliver programmes to develop literacy and numeracy and record students' progress.
- Provide, within the class or separately, one to one support or work with small groups on clearly specified activities.
- To provide cover support to teachers as necessary in emergency situations to facilitate continuity and progression for students.
- Undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.

Support the school by:

- Being aware of school's policies and procedures.
- Being aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.
- Being a mentor for a small group of identified students.

General

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding

- This post is subject to an enhanced Criminal Records Bureau disclosure.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
- Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development

- To participate in the Trust's Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> • Grade C or above GCSE English (or equivalent). • Grade C or above GCSE Maths (or equivalent). 	<ul style="list-style-type: none"> • Level 2/3 Forest School qualification or the willingness to achieve it. • First aid qualification (outdoor first aid certificate) or a willingness to achieve it. • Nationally recognised outdoor education qualifications. • MAPPA / Team Teach trained (or equivalent) • Full UK Driving License, including minibus driving license.
Experience	<ul style="list-style-type: none"> • Experience of working with young people with ASC/Communication and Interaction difficulties. • Experience of working in a classroom setting. • Experience of learning outdoors. 	<ul style="list-style-type: none"> • Knowledge, understanding and practical experience of Forest School provision.
Skills, Knowledge and competencies	<ul style="list-style-type: none"> • An ability to work independently and manage own time efficiently, along with a commitment to working as part of a team. • Excellent oral and written communication skills. • Excellent organisational skills. • Knowledge and use of Microsoft software. • Ability to maintain accurate records and work with confidentiality. • A commitment to teamwork. 	<ul style="list-style-type: none"> • An ability to create and implement systems for recording the development and progress of children. • Knowledge, understanding and experience of sustainable woodland management and education within the outdoor environment.
Personal qualities	<ul style="list-style-type: none"> • A flexible and proactive work ethic and positive attitude. • A passion for working outdoors. • Energy, optimism, initiative, flexibility and commitment. • Hard working • Reliable • Approachable 	

	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Enjoy working with others. • Personality and sense of humour <p>Able to form positive relationships.</p>	
Other	<ul style="list-style-type: none"> • Suitable to work with children. • Committed to safeguarding and promoting the welfare of children and young people on a daily basis. • Commitment to raising standards of academic and personal achievement. • Committed to living and breathing the Trust values. 	