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| |  | | --- | |  | | **Forest School Coordinator**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Forest Schools Coordinator  **Service Area: Education**  **Directorate: People**  **Team: Behaviour Support Service (Forest School)** | Salary Grade: SO1 |
| **Post Reports to: Head teacher, Behaviour Support Service**  **Post Responsible for: The Management and Coordination of the Forest Schools Team** | |
| **Main Purpose of the Job:**  1. To strategically and practically support the work of the forest schools team.  2. To plan, deliver and evaluate forest school training programmes to schools and other user groups in outdoor locations in and around Stockport.  3. To plan, deliver and evaluate the forest school training programme.  4. To promote and contribute to establishing pathways that enable the inclusion of all children and young people working within an integrated services framework.  5. To appraise the impact of programmes and interventions through sustained monitoring and evaluation. | |
| **Job activities:** **Summary of Responsibilities and Key Areas:**   1. This is a management role and you will be directly responsible for managing the forest school team, consisting of 5 forest school leaders, including regular 1:1 supervisions of team members, group supervision, return to work interviews, staff appraisals and staff observations. 2. Supervising the delivery of the entirety of the forest school programme, including the provision of weekly forest school sessions to over 20 different schools, termly CPD events for practitioners, INSET days for schools, NETWORK events and forest school training. 3. Liaise with the forest school team and senior leadership team at the BSS on a regular basis at a strategic level relating to service provision and development. 4. To ensure high quality planning, delivery and evaluation of all forest school programmes. 5. Write, check and review risk assessments for the sites and activities undertaken as part of Forest School delivery. 6. Write, check and review all policies and procedures relating to forest school provision. 7. Delegate creation and review of risk assessment, policies and procedures within the Forest School team as appropriate. 8. Check, maintain and order tools, equipment, resources and other kit related to forest school service provision. 9. Liaise effectively with school staff including headteachers and other groups in relation to the forest school programmes. 10. To ensure all services are appropriately invoiced within a set time frame. 11. To feedback to the senior leadership and progress teams at BSS regarding the service provision and development of the service for future 12. To develop the forest schools project using technology as appropriate, including Google-forms, Microsoft office and Twitter. 13. To maintain records and information systems both computerised and manual, with due regard for safeguarding, data protection and confidentiality. 14. To attend training, professional development sessions and network meetings with other learning mentors, partner agencies and services working with children and young people 15. Appraise the impact of programmes and interventions through sustained monitoring and evaluation. 16. To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities. 17. To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s Mission Statement. 18. To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
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| To work to the Council’s values and behaviours:  - To keep the people of Stockport at the heart of what we do  - To succeed as a team, collaborating with colleagues and partners  - To drive things forward with ambition, creativity and confidence  - To value and respect our colleagues, partners and customers | Essential |
| A professional forest school qualification at Level 3 | Essential |
| A professional forest school qualification at Level 4 | Desirable |
| A teaching qualification for adults / life-long learning sector (e.g. PTTLS, CTTLS, PGCE) | Desirable |
| Management experience, including:   * The ability to work as member of the team, including liaising effectively with team members * Managing meetings * Solutions focused approach * Excellent communication skills * Delegating roles and responsibilities across the team as appropriate * Experience observing and appraising staff | Essential |
| * Experience delivering forest school across a range of ages and abilities, including experience of working with children with emotional and behavioural difficulties. | Essential |
| Experience delivering training to adults, including:   * Experience planning training, delivering and evaluating training * Ability to assess learners * Workplace assessment and observation experience | Desirable |
| Full driving licence and own vehicle | Desirable |
| * Positive commitment to the aims of the Service. * Ability to practice in a reflective manner and represent the Service effectively. | Essential |