



FORGE SECONDARY SHORT STAY SCHOOL JOB DESCRIPTION

Job Title	Outdoor Education Support Practitioner
Working Hours	32 hours Term Time Only plus 5 TED Days; TA2 Spinal Column Point 5-6; depending on experience
Purpose of role	<ul style="list-style-type: none"> • To support pupils both inside and outside of the classroom • To play a full role in implementing the school’s agreed learning and behaviour policies • To act as the Assistant Manager D of E role, under the direction of the Lead D of E Manager. • To assist the D of E lead in the promotion, preparation and coordination of the Duke of Edinburgh scheme • To provide support and guidance to pupils and those engaged with them, by removing barriers to learning in order to promote effective participation, enhanced individual learning, raise aspirations and achieve their potential • To actively promote the educational aims and ethos of the school. • As a member of staff at the Forge School you are expected to perform, in accordance with any directions which may reasonably be given to you by a member of the SLT team as agreed by your assigned Head of Pupil Experience, such particular duties as may reasonably be assigned to you.
Reporting to	Outdoor Education Lead and DHT
Outdoor Responsibilities, Tasks and Duties	<ul style="list-style-type: none"> • To assist both within and outside of the classroom • To contribute and participate in Duke of Edinburgh lessons and Expeditions including overnight • To support the Duke of Edinburgh Lead in the preparation of appropriate resources. • To establish a professional, supportive and appropriate relations with the students doing D of E. • Facilitate and encourage a learning experience within D of E which provides students with the opportunity to fulfil their individual potential.

	<ul style="list-style-type: none"> • To support the Lead D of E in creating a safe environment to which students can pursue and enjoy taking part in the Duke of Edinburgh Scheme. • To undertake all relevant professional development required to fulfil this role
<p>Core Role, Responsibilities, Tasks and Duties</p>	<ul style="list-style-type: none"> • To assist in the delivery of 'Trauma Informed Activities' to pupils across the school in line with their Action Plans. • To meet individual students' physical, social and emotional needs whilst encouraging independence. • To assist in the maintenance of regular contact with individual students in school Family groups and students' parents/carers and other agencies to keep them informed of the pupils needs and current behavioural challenges to secure positive family support and involvement. • To attune, validate, contain, calm and soothe pupils and build positive relationships with pupils across the school on a day to day basis and to alert the students family group Leads to any on-going needs for the pupils. • Undertake gate, break and lunchtime duties as required. • Cover in the absence of other Support Practitioners • Attend appropriate staff development and staff meetings as identified by the Senior Leadership Team. • Ensure full and detailed records are maintained in line with agreed practice. • Participate in meetings arranged for any of the purposes described above. • To support pupils via the Team Teach approach as and where necessary. • To participate in the pastoral briefing system and ensure daily actions are completed and recorded on SIMs/Sleuth. • Participate in the arrangements made for the appraisal of your performance. • Undertake continued professional development and maintain an understanding and awareness of developments relating to working with pupils presenting biological, psychological, social, emotional, behavioural and/or learning difficulties, as well as in pastoral development. • Be aware of, and follow school policies. • Take reasonable care for his/her own health and safety and any persons who may be affected by his/her acts or omissions at work, in accordance with Health and Safety legislation. • Promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures and raise any concerns relating to such procedures which may be noted during the course of his/her duty. • Discharge any other duties as required by the Senior Leadership Team within the scope and status of the post

Person Specification		
	Essential	Desired
Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths • NVQ Level 2 or equivalent qualification, or equivalent relevant experience in working with young people. 	<ul style="list-style-type: none"> • Outdoor education qualification • Sports leadership qualification or similar in relation to this role • Lowland Expedition Leadership or equivalent
Knowledge, understanding and experience	<ul style="list-style-type: none"> • Previous Experience in Outdoor Education, Youth Work or Residential Schemes, Forest school or Duke of Edinburgh scheme • An understand of the Duke of Edinburgh Scheme and the benefits • Current and relevant experience of working with vulnerable and challenging children • Excellent written, communication and organisational skills • An understanding of the challenges facing young people and the desire to help young people overcome these challenges on a day to day basis. • An ability to work with calmness and empathy when under pressure with an awareness of VRFs and the Trauma Informed approach. • An ability to work within set timescales and under pressure. • A working knowledge of Microsoft Office • Sound knowledge of Child Protection and Safeguarding. 	<ul style="list-style-type: none"> • Experience of working within a Pupil Referral school • Team Teach trained or willingness to work towards and the ability once trained to deliver. • Knowledge of Health and safety within the outdoor education sector.

<p>Skills, abilities and attributes</p>	<ul style="list-style-type: none"> • Have the flexibility and resilience to deal with the reactive nature of pastoral work on an on-going basis. • Ability to work effectively with and relate to and earn the trust of young people, families and carers. • The ability to identify the challenges and barriers that many young people experience and to engage in strategies to help them to overcome these barriers • Ability to work effectively with, relate to and earn the trust of teaching staff, senior managements and external agencies. • Ability to engage and work with young people, including those who are disaffected. • An open, honest and active listener driven by an interest to hear young peoples’ voices and stories. • Proactive approach to supporting to remove barriers to young peoples’ development and progression. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Willingness to undertake further training. • Ability to work to deadlines. • An ability to work individually or as part of a team. 	
--	--	--

The content of this job description will be reviewed with the post holder on an annual basis and appropriate changes implemented in line with the Pastoral Support Development Plan to ensure the continuous assessment and development of the Pastoral Team delivery.

Please note that this role requires the post-holder to have a valid Disclosure and Barring Service (DBS) disclosure

