



Job Title – Forest School Trainer at Everdon Outdoor Learning Centre

Service, Directorate - Environment, Countryside and Parks

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To deliver high quality training to a level 1, 2 & 3 standard in the Forest School suite as offered by AIM Qualifications. This role will be solely responsible for the organisation, delivery of the training, and follow up which includes on site observations, marking of portfolios and internal verification.

The training we offer enables learners to set up their own Forest School sites either independently or at their setting.

Accountable to:

This role is accountable to the Centre Manager. The role sits within Assets & Environment part of the Place, Economy & Environment Directorate in West Northamptonshire Council.



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Council**

Responsibilities:

1. To plan with the Centre Manager dates to be offered for training and assessment at the different sites, at least 2 courses to be offered per academic year.
2. To undertake necessary administration that will include maintaining records of students and to carry out site visits as required.
3. Ongoing marking of submitted assessment tasks and final portfolios in line with AIM standardised criteria. Giving constructive feedback to students.
4. Assessing students' practical skills by observing them at their own forest school sessions, to a level 3 standard.
5. As requested by AIM selecting students work ready for internal verification, liaising with internal verifier and reporting to AIM.
6. External quality assurance process to be completed, using the AIM Quartz portal.
7. Responding to reports from the Internal verifier and the EQA process. To complete the annual declaration with AIM once a year and respond to any requests made.
8. To assist with the promotion and marketing of the service which may include social media, contacting schools, preparing displays, and attending promotional events as required.
9. To ensure reasonable care is always taken for health, safety, and welfare and to comply with the policies and procedures relating to health & safety within the Service.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Practical skills involved with Forest School including tool work	Essential	A,I
Ability to be able to observe and assess students work and feedback to the learners	Essential	A,I
Excellent Communicator	Essential	A,I
Have an enthusiastic and approachable manner	Desirable	A,I
Observation skills - in order to observe students in their own settings and to provide feedback, this forms part of the assessment process.	Essential	A,I
Ability to adapt approaches to different learners	Essential	A,I
Resilient with a planned and flexible approach. Training / assessment day content may have to change at short notice due to environmental changes.	Essential	A,I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Excellent understanding of local flora and fauna and woodland types and structure	Essential	A, I
Knowledge and understanding of the ethos of Forest School and the Forest School principles	Essential	A, I
Understanding of child development and play	Essential	A, I
Forest School site development and woodland management techniques	Desirable	A, I, D

Relevant experience:	Essential / Desirable	Measured by
You should have led Forest School through the seasons, long term and with a variety of client groups.	Desirable	A, I, D
A Forest School Level 3 qualification and at least 2 years' experience facilitating Forest School sessions.	Essential	A, I, D
Experience of running training sessions which may include nationally recognised qualifications	Desirable	A, I, D
Writing and reviewing risk assessments	Essential	A, I
Using a variety of assessment strategies	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
First aid qualification	Essential	A, I, D
Teacher / training qualification to level 3, 4 , 5 or PTLLS (or equivalent)	Essential	A, I, D
Forest School level 3 qualification	Essential	A, I, D
Assessment qualification	Desirable	A, I, D
Driving licence	Essential	A, I, D
IT skills including word, excel and social media	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	600 hours per year	Primary work base:	Everdon Outdoor Learning Centre
Job family band:	Environment, Countryside & Parks	Worker type:	Part time, permanent
Salary range:	£30560-£32212 pro rata	Budget responsibility:	N/a
People management responsibility:	N/a		

Working conditions & how we work:

The annualised contract means that the 600 hours are spread out across the year, there is an expectation that we would offer at least 2 level 3 courses per financial year.

A uniform is provided and should be worn at all times when on site.

This role has been identified as a fixed worker type this means that you may be required to work from different locations as and when required.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

