



Greywood

Multi-Schools Trust

The House, Eastern Avenue, Lichfield,
Staffordshire, WS13 7EW

Forest School Support

Application Pack – 19th July 2021

Henry Chadwick Community Primary School

School Lane
Hill Ridware
Rugeley
Staffordshire
WS15 3QN



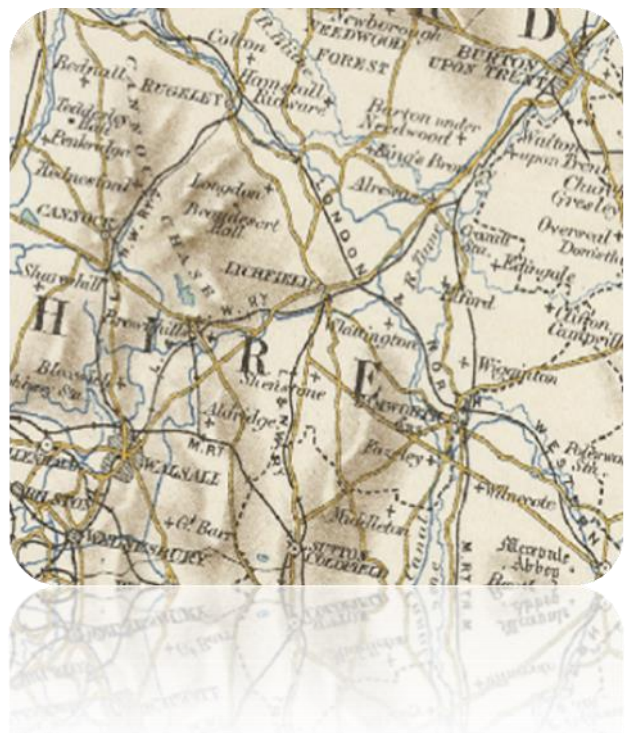
The Greywood Multi-School's Trust has brought together a group of schools with a shared vision to develop a learning community that brings real benefits to students, staff, parents and the wider community. It is determined to achieve this change not just through the transactional benefits of academisation, but through a deep and genuine sharing of learning and best practice.

Our Greywood emblem reflects the history of our region, but also represents our key objective of benefitting from a central trunk which forms the basis for school growth, as well as individual branches which enable member schools to retain their own distinct culture and direction.

Initially, the schools involved are in or around the Lichfield and Rugeley Districts and come from the primary, secondary and special sectors. The Trust intends to be highly inclusive and offers a potential educational route from age 2, when the youngest children enter primary school, to 25, with extended special school provision.

For more information please visit our website

<https://www.greywoodmst.co.uk/>



Information about the school

- Henry Chadwick Primary School is part of the Greywood Multi-Schools Trust.
- The core values of the Trust run throughout our small, caring and supportive community school in the heart of Staffordshire.
- The school can be found in the centre of the small village of Hill Ridware, near Rugeley and Lichfield.
- We pride ourselves on our inclusive nature and offer a curriculum that is tailored to the needs of individuals.
- Our school motto is “Learn to Live” and in addition to teaching academic skills we teach, nurture and encourage life skills – resilience, teamwork, empathy, communication and determination,
- There are 116 pupils on roll at the school.
- The school has mixed age classes (Nursery/Reception, Year 1/2, Year 3/4 and Year 5/6.
- The school was judged as “good” by Ofsted in April 2016.
- Forest School is an integral part of our overall school provision.



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**Henry Chadwick
Community
Primary School**

**JOB DESCRIPTION:
Forest School Support
(Teaching Assistant – General: Level 1)
Grade 2**

Responsible to:

The post holder will:

- Work under the direct instruction of the Forest School Leader/teaching staff, usually in the classroom/forest school area with the Forest School Leader/Teacher.

Supervision of Pupils

- Provide general support to the Forest School Leader/teacher in the care of pupils, and management of the Forest School area/classroom.

Assist the Forest School Leader/teacher in the following:

Support to Pupils

- Assist children in matters of personal needs and their general health including first aid and welfare matters.
- Supervise and support pupils ensuring their safety, by complying with good H&S practice.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Encourage pupils to interact with others and engage in activities led by the teacher.

Support to Teacher

- Prepare the Forest School area/classroom as directed for lessons, clear afterwards and assist with and maintain displays of pupils' work, notice boards, shelving systems etc.
- Undertake routine administrative tasks, e.g. pupil record keeping as requested.
- Support the Forest School Leader/teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Appropriate liaison with parents on general pupil matters.

Support to Curriculum

- Support pupils to understand instructions in relation to Forest School/Curriculum.
- Prepare and maintain general equipment/resources as directed by the Forest School Leader/teacher.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies.

Resources

- Responsibility for ensuring that Forest School equipment is stored safely and hygienically maintained.
- Setting up and clearing away Forest School equipment as directed.
- Help to maintain a safe working environment for pupils and staff by continuously monitoring the Forest School area and taking prompt and effective action to deal with any such hazards in accordance with local procedures

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the MST's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the MST's Health and Safety policy.

PERSON SPECIFICATION:

Post Title	Forest School Support (Teaching Assistant – General: Level 1)
School	Henry Chadwick Primary School
Salary Band/Range	Grade 2
Hours / Weeks	3 afternoons a week : 1pm to 3.30pm Term time only plus one INSET day 38.2 working weeks per year/43.93 paid weeks per year
Responsible to:	Headteacher

	ESSENTIAL CRITERIA	MEASURED BY
Education & Qualification	<ul style="list-style-type: none"> Level 1 Award in Forest School Ethos and Principles or equivalent 	Application form Interview
Experience	<ul style="list-style-type: none"> Working with, or caring for children of relevant age 	Application form Interview
Knowledge/Skills	<ul style="list-style-type: none"> Good communication skills. Ability to relate well to children and adults. Have good organisational skills. Basic knowledge of first aid; e.g. emergency first aid course. Ability to work constructively as part of a team and on own initiative. Use basic technology – computer, video, and photocopier. Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the Forest School area/classroom if required. 	Application form Interview
Behavioural Attributes	<ul style="list-style-type: none"> Customer focused Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener Takes responsibility and accountability Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations Is committed to the provision and improvement of quality service provision Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive Communicates effectively Has the ability to learn from experiences and challenges 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. 	Application form Interview References

KEY DATES AND INFORMATION

Vacancy Closing date: 10am 31st July 2021

Shortlisting: during the afternoon of 30th July 2021

Shortlisted candidates will be notified by email

Interviews will take place in school (Covid precautions in place): 23rd August 2021

Start date: 1st September 2021

**Henry Chadwick Community Primary School, School Lane,
Hill Ridware, Rugeley, Staffordshire,
WS15 3QN
Tel: 01543 490354**

Application process

Application is by completion of the Application form, please note that CVs are not accepted. Please ensure that any covering letter is no longer than 2 sides of A4 paper.

Applications should be returned to the school office c/o Mrs Carole Jones, School Secretary, and can be returned to the address above or by email to office@henrychadwick.staffs.sch.uk

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

This School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

This position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Thank you for your interest in this vacancy