

Hamstel Infant School and Nursery

Job Description



Position: Outdoor Learning Instructor

Grade: Unqualified Teacher Scale

Hours: Part time (43%) - Monday to Friday, 1pm to 3pm (occasionally switched to 9:30-11:30am with prior agreement)

Responsible to: Principal and Vice Principal

Purpose of Job:

The post holder's role will be to safely deliver engaging and educational outdoor sessions that promote personal development and skill acquisition for our pupils. They will guide pupils through a variety of activities, ensuring a positive and memorable experience in our outdoor learning area while adhering to safety protocols and standards.

Safeguarding

1. Ensure the safeguarding of all pupils in line with the school's safeguarding and child protection policy
2. Complete the daily checklist to ensure that the wildlife garden is safe and fit for purpose
3. Organising and safely managing the learning activities, the physical teaching space and resources for which the post holder has been given responsibility.
4. Write and regularly review all risk assessments for outdoor learning activities, where necessary, to be approved by the VP or Principal ahead of delivering learning.

Learning and Teaching

1. Assist in the educational and social development of pupils, under the direction and guidance of the Principal, Vice Principal, Outdoor Learning Leader and class teachers
2. Lead outdoor learning activities, primarily in the wildlife garden but across a range of settings as identified in school planning
3. Communicating effectively and sensitively with pupils to support their learning and safety, for example:
 - a. clarifying and explaining instructions
 - b. ensuring the child is able to use the equipment and materials provided safely and effectively
 - c. motivating and encouraging children
 - d. assisting in weaker areas
 - e. helping pupils to concentrate on and finish work

- f. meeting physical needs as required whilst encouraging independence
- g. developing appropriate resources to support
- h. developing independent learning skills
4. Promoting and supporting the inclusion and acceptance of all pupils in the learning activities in which they are involved
5. Developing an understanding of the specific needs of pupils, taking into account the type of teaching and learning support involved and help monitor their progress.
6. Using behaviour management strategies, in line with the school's policy and procedures
7. Support pupils with emotional or behavioural problems and help develop their social skills
8. Recognising and responding effectively to equal opportunities issues as they arise, including challenging stereotypical views and challenging bullying or harassment, following relevant policies and procedures
9. Provide support for pupils to enable them to fully participate in activities
10. Develop a knowledge of the outdoor learning curriculum which the pupils are expected to follow.
11. Review and adapt curriculum in discussion with outdoor learning leader, teachers and SLT
12. Develop skills to adapt subject-based activities and resources to meet the needs of the pupil in conjunction with the teacher
13. Work with other professionals, as necessary
14. Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.

Supporting the teacher

1. Monitor and evaluate pupils' responses to learning
2. Work collaboratively with colleagues, including liaising with the Outdoor Learning Leader and class teachers.
3. Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
4. Collate evidence of children's work to be presented in books or displays
5. Provide colleagues with ideas to further develop outdoor learning opportunities in the curriculum.
6. Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
7. Liaise with other professionals to ensure an appropriate learning environment
8. Set up, prepare, use and tidy equipment
9. Support class teachers in preparing resources and other tasks, in order to support teaching
10. Listen, support and discuss issues sensitively with parents and carers under the teacher's supervision where necessary

Supporting the school

1. Displaying pupils' work to reflect their achievement
2. Supervising pupils on outings and visits as required
3. Assisting with the supervision of pupils through the school day
4. Being a proactive member of the school and class team
5. Establishing constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils

6. Helping to ensure pupils' equal access to learning and development
7. Attending relevant courses and learning activities in order to update knowledge as required.
8. Undertake other duties from time to time as required – for example, intervention group for outdoor learning if no class are outside

Standards and quality assurance

1. Support the aims and ethos of the school, e.g. personal and social and promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Safeguarding Lead and/or the Principal.
3. Treat all information relating to a pupil as strictly confidential, and be aware of and comply with school policy and practice, receiving training where necessary from the school
4. Set a good example in terms of dress, punctuality and attendance
5. Attend team and staff meetings where required
6. Attend training days and training courses as appropriate

Other duties and responsibilities

The outdoor learning instructor may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All relevant checks will be made and the successful candidate will be required to undertake enhanced DBS checks.