



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Forest School Lead (Full Time)

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This is an exciting opportunity to work at a top preparatory school in the country. We are seeking to appoint an experienced, motivated, inspiring and innovative Forest School Practitioner with a Level 3 Forest School qualification to lead the Forest School provision across the Pre-Prep and Prep School.

This is a full time, term time role (5 days a week) however we would consider part time and job share applications. There is also the opportunity to deliver holiday courses in the Easter and Summer holidays.

More details of our school can be found on our website: www.holmewoodhouse.co.uk

This role reports to the Head of Pre-Prep.

Responsibilities include:

- To lead the Forest School provision across the Pre-Prep and Prep school.
- To promote learning in the outdoor environment by following the ethos and principles of forest school and the school's ethos of growing amazing people.
- To support the high standards of care and education of all children.
- To carry out child development reports, observations and support progress
- To oversee and plan the day-to-day delivery, organisation and smooth running of our outdoor programme.
- To support the evaluation of programmes and to continually strive for improvement.
- To ensure effective communication with teachers, support staff, head teachers, governors, parents, volunteers, partner organisations and, of course, the children.
- To embrace the ethos of Holmewood House and our key values: Self Belief, Aspiration and Kindness.
- To ensure the health and safety of all children, including writing and checking risk assessments for the sites, tools and activities used.

- To maintain an engaging, fun and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of children.
- To encourage high standards for the behaviour and discipline of children in lessons, in accordance with the school's policy.
- To take responsibility for Health and Safety of pupils and staff involved in lessons (including first aid).
- To participate and assist in the delivery of school events.
- To work with staff to evaluate the progress of children, developing the most able.
- To ensure that all outdoor equipment used, is maintained and in good order.
- To ensure excellent communications with colleagues and parents maintaining high standards of professionalism at all times.
- To attend marketing events, Open Mornings, Parent Consultation Evenings and other public events as required.
- To take an active role in delivering after school clubs and activities throughout the year.
- To follow all school policies including Safeguarding and Child Protection.
- Good time management and communication.
- Love of the outdoors and an understanding of nature and environmental issues.
- To liaise with Heads of Department proactively to consider how forest school can lend itself to the delivery of other curriculums.

Additional Duties and Professional Requirements:

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils.
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To undertake any duties or tasks as reasonably requested by the Headteacher.

Physical Demands:

- The work requires moderate levels of physical effort. It involves lifting, handling equipment and other resources and to be involved in practical activities and physical care of learners and the physical outdoor environment. The role is exclusively outdoors and will require working on uneven surfaces and in unpredictable weather conditions.

Person Specification:

- Forest Schools Programme Level 3 qualified.
- An understanding of Health & Safety requirements and welfare issues of working with children.
- Hold a current Paediatric First Aid Certificate, (or be willing to undertake the training).

- Hold a Food Hygiene Certificate (or be willing to undertake the training).
- A minimum of 2 years of practical experience of Forest Schools provision.
- Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities, and backgrounds.
- Knowledge of Tapestry preferable to record children's development and progress. (We can provide training).
- Knowledge and understanding of the new EYFS Framework.
- Knowledge and understanding of or willingness to become familiar with Independent Schools Inspectorate (ISI) Framework.
- Knowledge and understanding and practical experience of sustainable woodland management and education within the outdoor environment.
- Ability to work on your own and as part of a team.
- Good communication skills.
- Excellent organisation skills and ability to prioritise.
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Positive attitude to use of authority and maintaining discipline.
- Reliable, adaptable, flexible and discreet.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. Employees will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

A competitive salary will be offered depending on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will be offered a range of benefits including an employer contributory pension, free parking, term-time working and free lunch/refreshments.

Hours of work

Full time whilst the school is in session plus any additional Inset and staff training days. However, part time or job share may be considered.

Start date

September 2024

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including, but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff including visiting staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete an application form, which can be found on our website at:

[Holmewood House Job Opportunities.](#)

And email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is 9am Monday 1st July 2024. Interviews will take place later that week.

If you would like more information on the role or require a hard copy application form, please contact Michelle French, HR Manager on 01892 860000.