



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Forest School Instructor
Eden School



A message from the Headteacher

"Pupils enjoy learning at this school. They feel safe because of the care that they receive. The school has high expectations of all pupils' achievement." - Ofsted 2023

Thank you for expressing an interest in the position of Forest School Instructor at Eden School

This is a fantastic opportunity for an outstanding, ambitious and dynamic individual to join school at an exciting stage of its journey.

Eden is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a small SEMH school, part of Education Partnership Trust (EPT), serving the community of Blackburn and the surrounding areas. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

We aim high at Eden and expect high standards of behaviour and academic effort. Every student is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Eden, our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact djones@eden-ept.com



S. Gooding, Headteacher



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I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Forest School Instructor

| | |
|----------------------|--|
| Hours: | 32.5 |
| Weeks Worked: | 39 |
| Start Date: | 01/09/25 |
| Salary: | SCP 19 – 25 (actual salary £24,000 - £27,220pa) |

Eden School wishes to appoint a hardworking, enthusiastic and committed Forest School Instructor. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To plan, prepare and deliver a range of Forest School sessions
- To accompany trips and excursions as part of this programme, including weekends/overnights
- To Maintain the Forest School education stores and equipment to ensure that all equipment is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
- To maintain records of all work and repairs undertaken in the Forest School education stores and to advise the School Business Manager of any concerns regarding equipment.
- Prepare lesson plans and the equipment needed in advance of the lessons.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- To promote learning in the outdoor environment and the ethos of Forest Schools and outdoor learning.

What are the job requirements?

- Experience of planning, preparing and delivering agreed work, and supporting programmes for individuals or groups of pupils.
- Experience of assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils' learning
- Experience of leading Forest School lessons with a full programme of activities
- Knowledge of The National Curriculum and Schemes of Work
- Experience in writing a risk assessment

- A love of working outdoors regardless of the weather, whilst ensuring the safety of the children when working in wet and muddy conditions / uneven surfaces, or in hot and sunny conditions.

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 27/07/25

Interview date: 31/07/25

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Forest School Instructor

Reports to: Headteacher

Grade: SCP 19-25

Job Purpose

- To carry out duties of a Forest School Leader for Eden school, to also carry out duties as a tutor as and when needed which will support offsite students.

Key Responsibilities and Accountabilities

- To plan, prepare and deliver a range of Forest School sessions
- To accompany trips and excursions as part of this programme, including weekends/overnights.
- To Maintain the Forest School education stores and equipment to ensure that all equipment is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
- To maintain records of all work or repairs undertaken in the Forest School education stores and to advise the School Business Manager of any concerns regarding equipment.
- To attend staff briefings and meetings and to be familiar with all school routines and policies.
- Prepare lesson plans and the equipment needed in advance of the lessons.
- Provide assessments for students and adapt lesson plans based upon the ability of the group.
- Provide a safe and engaging environment for young people to thrive.
- To participate in training and other learning activities/meetings as required.
- To administer basic first aid as the need arises.
- To observe confidentiality at all times.
- Work within a school environment, building a rapport with the students and creating strong relationships with other members of staff.
- Take responsibility within a pre-determined lesson framework, to teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.

- Support the teaching of the literacy and numeracy and other national curriculum subjects and or accredited courses. This may involve delivering intervention programmes or specialist subjects to small groups.
- Be familiar with lesson plans, EHCP targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce pupils' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Support the role of parents in pupil's learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Forest School Instructor

Reports to: Headteacher

Grade: SCP 19-25

| No | Categories | Essential / Desirable | App Form | Interview |
|--|---|-----------------------|----------|-----------|
| QUALIFICATIONS & EXPERIENCE | | | | |
| 1 | GCSE or Equivalent qualification in English and Mathematics at level 9 – 5. | E | X | |
| 2 | Child Care/NVQ/ HLTA or other relevant qualification (related to education is desirable i.e.: a degree) at level 4. | E | X | X |
| 3 | Experience of support work with children in an educational setting. | E | X | X |
| 4 | Experience of planning, preparing and delivering agreed work, and supporting programmes for individuals or groups of pupils. | E | X | X |
| 5 | Experience of advancing pupils' learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present | E | X | X |
| 6 | Experience of being responsible for the management and development of other TAs | D | X | X |
| 7 | Experience of assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils' learning | D | X | X |
| 8 | Experience of monitoring and evaluating pupil responses to learning activities through a range of assessment and monitoring strategies | D | X | X |
| KNOWLEDGE & UNDERSTANDING | | | | |
| 9 | Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy. | E | X | X |
| 10 | Knowledge of the principles of child development and processing of learning. | E | X | X |
| 11 | Knowledge of how to remove barriers to learning for pupils with a range of SEND Knowledge of | E | X | X |

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|---------------------------|--|---|---|---|
| | Communication and Language needs, Attachment needs, Social and Emotional development needs) and promote inclusion. | | | |
| 12 | Knowledge of how to support the development of social communication and literacy skills, promoting high standards of literacy, articulacy and numeracy. | E | X | X |
| 13 | Knowledge of how to support the development of independence. | E | X | X |
| 14 | Knowledge of how to support pupils with ASD barriers to learning. | E | X | X |
| SKILLS | | | | |
| 15 | Is able to work as a member of a class team to deliver and assess planned lessons. | E | X | X |
| 16 | Excellent written communication skills and a high level of ICT literacy. | E | X | X |
| 17 | Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration. | E | X | X |
| 18 | Can break down given planned tasks into small steps of learning and can give focused feedback on progress made and next steps. | E | X | X |
| 19 | Can use ICT effectively to support learning and general administrative tasks. | E | X | X |
| 20 | Can self-evaluate effectively to improve own practice. | E | X | X |
| 21 | Hold a UK driving license and, after training is provided, be willing to drive minibuss (desirable). | D | X | X |
| PUPILS & STAFF | | | | |
| 22 | Show evidence of raising standards that have impacted positively on pupil attainment and teaching and learning. | D | X | X |
| 23 | A clear understanding of what makes good and outstanding lessons and an ability to develop a culture where striving for outstanding progress and learning is central to the school's work. | E | X | X |
| 24 | A belief in the role of independent learning in education with the ability to put this into practice with the pupils. | E | X | X |

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| 25 | An understanding of excellent strategies for management of SEMH needs and challenging behaviour. | D | X | X |
| 26 | A commitment to valuing, supporting and encouraging the professional development of all members of the school community. | E | X | X |
| STRENGTHENING COMMUNITY | | | | |
| 27 | Show evidence of building and nurturing a strong positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement. | E | X | X |
| 28 | A commitment to building and maintaining effective and positive relationships with parents/carers, governors, the wider community and other schools. | E | X | X |
| 29 | Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people's lives. | E | X | X |
| PERSONAL QUALITIES | | | | |
| 30 | Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers. | E | X | X |
| 31 | Ability to work under pressure and to meet deadlines. | E | X | X |
| 32 | The ability to foster an open, transparent and equitable culture, deal effectively with difficult conversations and conflict at every level, and to value and praise good and outstanding practice | E | X | X |
| PROFESSIONAL VALUES AND PRACTICE | | | | |
| 33 | Be positive and respond to situations in a calm, professional manner at all times. | E | X | X |
| 34 | Be self-motivated, creative, robust and resilient. | E | X | X |
| 35 | Carry out responsibilities while being flexible and adaptable. | E | X | X |
| 36 | At all times model good relationships, attitudes and behaviour | E | X | X |
| 37 | Understand and respect social, cultural, linguistic, religious and ethnic backgrounds | E | X | X |

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|----|---|----------|----------|----------|
| 38 | Work collaboratively within a team using own initiative | E | X | X |
| 39 | A high level of commitment to safeguarding, inclusion and equality in all aspects of school life. | E | X | X |
| 40 | Demonstrate a willingness and ability to improve own practices and to act on feedback. | E | X | X |
| 41 | Support the Head Teacher and Deputy Head Teacher in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils. | E | X | X |



Contact

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An Education Partnership Trust School