



1) Context

Børn of the Forest CIC is a classroom without walls where children learn from nature, within nature. Our ethos is based upon both the Reggio Emilia and Forest School approaches, and we pride ourselves on offering inclusive, child centred and open-ended provision. We offer woodland play sessions, Forest School sessions, After-school and Holiday clubs, Therapeutic Forest sessions, School/Nursery group visits as well as Birthday Parties. We operate from our secure 3.5-acre site in Follifoot as well as from within the woodland sites of local schools. We opened in April 2019 and have grown steadily since, winning various awards along the way. We are now looking for outstanding individuals to enhance our small staff members and support with our increasing demand for sessions.

2) Areas of Responsibility and Key Tasks

- To lead our birthday parties with a very high standard of enthusiasm and engagement, providing excellent customer service
- To resource and plan ahead of the parties which are age/stage appropriate; consider children's interests and are fun, engaging and highly creative
- Liaise with the party child's parents/carers over email prior to the party
- Have the skills/ability to light a campfire and facilitate marshmallow toasting (training will be provided)
- To create and maintain an engaging, safe, and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of children and dynamic risk assessing.
- To be aware of and adhere to all Børn of the Forest's Policies and Procedures.
- To administer basic first aid as the need arises.
- Maintaining a clean and tidy environment, cleaning equipment and reporting any faults to the Directors in good time.

The Post holder may be required to undertake other duties which may be reasonably requested by the Directors, and which are compatible with the overall scope and authority of the role.

3) Hours of work:

Birthday parties will run over weekends between the hours of 9am and 4pm



4) Work and previous experience:

You will need to have:

- Experience of working with Early Years and/or Primary aged children
- Experience of working with neurodiverse children with SEND
- Experience of working with families and liaising with parents
- Experience of working in an outdoor environment, in all weathers

5) Team working

- Contribute as an effective member of the Børn of the Forest team, assisting others where necessary in a willing and positive manner

6) Professional development

- Keep up to date with relevant policy and good practice relating to Forest Schools, outdoor education and issues affecting Børn of the Forest
- Acquire and maintain a good knowledge of the Børn of the Forest site including fauna and flora and environmental issues
- Attend training courses, workshops, meetings and undertake one-to-one training as and when required.

7) Person Specification

	Essential	Desirable
Qualifications and Attainments		
Minimum 5 GCSE grades A-C including Maths and English or Equivalent	*	
Current Paediatric / outdoor First Aid qualification	*	
Basic Safeguarding qualification/training		*
Basic Food Hygiene qualification		*
Further Education qualification		*
Level 3 Forest School Leader		*
Work Experience		
Experience of working with children and families	*	
Experience of working with pre-schoolers / primary school aged children	*	
Experience of supporting Forest School, outdoor learning, or other relevant groups		*
Knowledge of EYFS / National Curriculum		*
Knowledge and Understanding		
Practical understanding of health and safety for outdoor activities	*	
Knowledge and understanding of safeguarding & child protection	*	
Basic computer knowledge	*	
Understanding of the Forest School approach	*	
Knowledge of current issues and good practice in Early Years and Primary education		*
Knowledge of Makaton and visual communication		*





**JOB DESCRIPTION
WEEKEND PARTY LEADER**

Understanding of the Reggio Emilia approach		*
Behaviours and Characteristics		
Willingness to undertake training when necessary	*	
Ability to work independently, being self-reliant and using own initiative	*	
Be a creative person with willingness to plan and prepare activities prior to the party	*	
Be a team player	*	
Clear communicator with an open interpersonal style	*	
Be vigilant and proactive	*	
Ability to carry out practical outdoor activities including light manual work and lifting	*	
Able to work outdoors in all weathers and provide suitable clothing	*	
Honest, reliable, and fully committed to the organisation	*	
Hold full driving licence and have your own transport		*

8) Salary

£22 per hour (inclusive of holiday entitlement) Level 3 Qualified Forest School Leaders

£17 per hour (inclusive of holiday entitlement) Unqualified

9) Working hours

Hours will be variable depending on bookings and seasons. You will be required to work weekends on a rota and hours will vary with more/longer sessions running during warmer months. The role will be on a casual basis, with irregular working patterns to cater for periods of high demand. Commitment to the organisation and reliability is essential.

10) Equality

Børn of the Forest believes in the employment and advancement of people solely on their ability to do the job required. We are an equal opportunities employer and strive to be a diverse and inclusive place to work where we can all be ourselves.

11) Probation and trial period

All appointments are subject to satisfactory DBS enhanced disclosure and references. There is a probationary period of 6 months for this post.

12) Data Protection Act

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed (if you submit your application by e-mail and the application form is un-signed we will assume that consent by you is given) for





BØRN OF THE **FOREST**

JOB DESCRIPTION WEEKEND PARTY LEADER

the purpose of the recruitment process and your personnel record if you are the successful candidate.

