



HAGBOURNE CE PRIMARY SCHOOL

Job Description: Primary Teaching Assistant & Forest School Leader

Location

Hagbourne CE Primary School

Reports To

Headteacher

Job Purpose

To support teaching and learning across the primary age range (EYFS and/or KS1/KS2) as a Teaching Assistant, including planning and delivering high-quality Forest School sessions. The role focuses on supporting children's academic progress, wellbeing, and development through both classroom learning and outdoor, nature-based experiences.

Key Responsibilities

Teaching Assistant (Primary) Duties

- Support the class teacher in delivering engaging lessons aligned with the primary national curriculum.
- Work with individuals or small groups of pupils to develop core skills, particularly in literacy and numeracy.
- Assist in preparing classroom resources and maintaining a stimulating, safe, and inclusive learning environment.
- Support pupils with additional needs (e.g. SEN, EAL) to fully access the curriculum.
- Help manage classroom behaviour using positive reinforcement strategies.
- Encourage children's confidence, independence, and social skills.
- Supervise pupils during break times, and educational visits.

Forest School Leader Duties

- Plan and deliver Forest School sessions for primary-aged children in line with Forest School principles.
- Facilitate child-led, hands-on learning to build confidence, resilience, and curiosity.

- Teach outdoor skills such as den building, tool use, nature exploration, and fire safety (age-appropriate).
- Adapt activities to suit a wide range of abilities, including younger children in EYFS.
- Carry out risk assessments and ensure all sessions are safe and inclusive.
- Foster respect for nature and promote environmental awareness.
- Manage and maintain Forest School equipment and outdoor learning areas.
- Monitor and record pupils' progress in personal, social, and emotional development.
- To support the school in implementing their Carbon Action plan.

General Responsibilities

- Safeguard and promote the welfare of all children in line with school policies.
- Build positive relationships with pupils, staff, and parents/carers.
- Support whole-school activities, trips, and events.
- Work collaboratively as part of a primary school team.
- Follow school policies, including safeguarding, health & safety, and behaviour.
- Engage in relevant training and professional development opportunities.

Person Specification

Essential

- Experience working with primary-aged children.
- Teaching Assistant qualification (Level 2 or 3) or equivalent experience.
- Forest School Level 3 qualification or outdoor learning equivalent.
- Good understanding of child development.
- Strong communication and teamwork skills.
- A caring, patient, and enthusiastic approach.
- Knowledge of safeguarding and child protection requirements.

Desirable

- Paediatric or outdoor First Aid qualification.
- Knowledge of the primary national curriculum.

Working Conditions

- Combination of classroom and outdoor work in all weather conditions.
- Physically active role, including setting up equipment and working on uneven terrain.
- Flexibility required for trips and outdoor sessions.