

Job Description

Post: Cover Supervisor & Forest School Lead
Responsible to: Class Teachers, SENDCo, SLT and Headteacher.

Core purpose:

To deliver high-quality outdoor learning through Forest School provision alongside supporting teaching, learning and behaviour across the school. The role combines leading Forest School sessions with providing classroom cover and targeted support for pupils, including those with SEND, through individual and small group interventions, supporting pupils' academic, social and emotional development to ensure all pupils are safe, engaged and make good progress.

Responsibilities:

Forest School Leadership

- Plan, prepare and deliver engaging Forest School sessions tailored to pupils' needs and curriculum links.
- Develop and maintain a stimulating outdoor learning environment promoting exploration and connection with nature.
- Manage health and safety, including writing and reviewing risk assessments for sites, tools and activities.
- Ensure safe use, storage and maintenance of tools and equipment.
- Promote the Forest School ethos across the school and wider community.
- Supervise and support pupils with a range of needs during outdoor sessions.
- Lead and coordinate support staff and volunteers within sessions.
- Maintain records including risk assessments, permissions and pupil progress.

Teaching, Learning & Cover Supervision

- Provide whole-class supervision and deliver pre-planned lessons across the primary age range (including PPA/Management Time cover).
- Plan, adapt and deliver learning activities for individuals, groups and classes.
- Assess, record and report on pupils' progress, attainment and development.
- Support pupils with a range of needs, including SEND, EAL and more able pupils.
- Contribute to personalised learning plans and reviews.
- Promote high expectations of learning, behaviour and achievement.
- Manage classroom behaviour effectively to ensure a positive learning environment.

SEND & Targeted Support

- Deliver targeted interventions for individuals and small groups, including pupils with SEND.
- Support the implementation of personalised learning plans (Provision Plans/IEPs).
- Work closely with the SENDCo and class teachers to meet pupils' specific needs.
- Monitor and report on the progress and impact of interventions.
- Adapt approaches to remove barriers to learning and support inclusion.

Pastoral Care & Inclusion

- Support pupils' social, emotional and behavioural development.
- Provide pastoral care and ensure pupils feel safe, secure and valued.
- Work with parents/carers and external agencies to support pupil outcomes.
- Promote equality, inclusion and respect for all pupils.

Collaboration & Communication

- Liaise with teaching staff to ensure continuity of learning in both classroom and outdoor settings.
- Communicate effectively with pupils, parents, staff and external partners.
- Support and contribute to the development of other support staff (e.g. TAs).

Health, Safety & Safeguarding

- Ensure safeguarding and child protection procedures are followed at all times.
- Take responsibility for health and safety in both classroom and outdoor environments.
- Administer first aid as required.
- Maintain confidentiality and uphold data protection standards.

Professional Responsibilities

- Participate in training, appraisal and continuous professional development.
- Contribute to wider school development and improvement.
- Adhere to all school policies, procedures and values
- Undertake additional duties as reasonably required by leadership.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

Person Specification

	Essential	Desirable
Right to work in the UK	✓	
Qualifications		
Level 3 Forest School qualification	✓	
Level 3 in Supporting Teaching and Learning (or equivalent)	✓	
HLTA qualification		✓
GCSE Maths and English (or equivalent)	✓	
First Aid qualification (or willingness to achieve)		✓
Experience		
Working in a school setting with children with a range of abilities	✓	
Delivering Forest School or outdoor learning sessions	✓	
Whole class teaching and cover supervision	✓	
Supporting pupils with SEND and diverse learning needs	✓	
Leading Forest School provision		✓
Supervising or supporting other staff		✓
Liaising with parents and external agencies		✓
Assessment, tracking and reporting pupil progress		✓
Knowledge and skills		
Strong understanding of child development and learning processes	✓	
Knowledge of Forest School ethos and outdoor education	✓	
Ability to plan, adapt and deliver engaging learning activities both indoors and outdoors	✓	
Excellent behaviour management and communication skills	✓	
Strong communication and interpersonal skills	✓	
Good organizational and time management skills	✓	
Knowledge of safeguarding and child protection responsibilities	✓	
Awareness of health and safety in school and outdoor environments	✓	
Strong knowledge of Forest School ethos and environmental education		✓
Knowledge of the primary curriculum and assessment framework		✓
ICT skills to support reporting and pupil tracking		✓
Subject leadership or curriculum specialism		✓
Personal attributes		
Passion for working with children and supporting their development	✓	
Positive, flexible and proactive approach	✓	
Ability to build effective relationships with pupils, staff and families	✓	
Commitment to inclusion, equality and continuous improvement	✓	
Reliable, organised and able to manage workload effectively	✓	
Creative approach to teaching and outdoor learning		✓
Confidence leading initiatives or developing provision		✓
Interest in outdoor education, conservation or environmental learning		✓

All staff are expected to understand and be committed to and contribute to the Trust's commitment to Equal Opportunities for all.