



## **Job Description – Forest Kindergarten Leader**

**Job Title:** Forest Kindergarten Leader  
**Reports to:** Kindling Owner/Manager  
**Location:** Twyford, Winchester, plus other local sites for bespoke projects when needed  
**Work hours:** Set hours around session times, plus additional (paid) hours for Kindergarten admin, regular staff meetings, parents' evenings and training. Minimum availability Monday to Wednesday during term time (approx. 24 hours a week)  
**Rate of pay:** Ranging from £10 - £14 p.h.  
**Purpose of:** To lead the Kindergarten team in providing a high quality, safe, child-centred role education and care outdoors for children aged between 2 and 5.

### **Main duties and responsibilities:**

- Lead the Kindergarten Forest School sessions, ensuring that they are challenging and stimulating learning experiences for all children, in tune with their interests and capabilities. Ensure that children and practitioners understand the expectations and roles of all within the session.
- Lead the process of planning and evaluating Forest School sessions, and ensure that all practitioners are involved at an appropriate level.
- Take the role of Designated Safeguarding Lead within the Kindergarten, ensuring you undertake regular training, keep your knowledge current, and facilitate knowledge and understanding amongst the staff team.
- Oversee all Risk Assessment documentation, ensuring that the whole team contribute to this. Support practitioners and children to assess and manage risk throughout the sessions, and monitor the ongoing levels of risk.
- Lead the staff team in the development and understanding of both the Forest School ethos, and of positive behaviour management strategies (alongside the SENCO), and ensure that you role model these consistently.
- Implement a range of strategies, in partnership with the Owner/Manager, for engaging with parents and carers. Use approaches which help build relationships, facilitate effective partnership working, and which help families to understand our ethos and practice.
- Ensure that all new children and families to the Kindergarten are assigned a Key Person and have an induction, including receiving the appropriate kit. Take the role of Key Person (if required) and have the special care and responsibility for your key children, as well as overall responsibility for managing the Key Person approach.
- Monitor the use of Tapestry and documented observations, to ensure that records of children are appropriate, relevant and show insights into children's learning and development.
- Attend to children's personal care, including toileting, managing clothing, and supporting children to recognise and manage their own needs across the seasons.
- To ensure you are appropriately clothed for outdoor conditions so that the children can remain your main focus and you can model good participation in the session.



## Kindling Forest School

- Be involved in preparing, cooking (on an open fire) and serving food to children.
- Understand and lead implementation of policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the Owner/Manager as appropriate. Lead annual reviews of these policies and procedures.
- To continuously engage in developing professionally as a Forest School Leader, deepening your understanding of the Forest School principles and ethos, and continuously developing your knowledge of the natural world.
- Develop and maintain your knowledge of the Early Years Foundation Stage, including understanding development of the brain and body in young children and how best to support it.
- Ensure good communication with the staff team, using a range of strategies, both written and verbal to engage with them, inform them of practicalities, and to encourage reflection and development.
- Be involved in leading an induction programme for staff, students and volunteers, including leading Safeguarding training.
- Act as mentor (or assign an appropriate mentor) for students and staff undertaking training, and implement support strategies (alongside the Owner/Manager) to enable individual practitioners to develop their skills, knowledge and interests, as identified through the appraisal system.
- Lead professional development opportunities within the setting, for example through supervision, staff meetings and in-house training.
- To help promote the work of Kindling Forest School, and the principles and ethos of Forest School, to our Kindling community and beyond. By means of social media (Facebook, Instagram etc.), presentations at local playgroups etc.

### **Person Specification:**

#### Essential Criteria:

- Minimum of Level 3 Early Years Practitioner Qualification
- Sound understanding of child development and the EYFS
- Suitability, both mentally and physically, to care for children outdoors
- Able to lead and communicate well with a small team of colleagues

#### Desirable Criteria

- Experience of working in a Forest School setting and sound understanding of the 6 Principles
- Forest School Leadership Qualification
- Leadership experience outdoors
- Experience of receiving past Ofsted Inspections

This post is exempt from the Rehabilitation of Offenders Act 1974 and 1998. Applicants must be prepared to disclose any convictions that they may have and any orders which have been made against them.