



# Job Description

## Forest School Leader

<b>Department:</b>	Creative & Engagement
<b>Location:</b>	Compton Verney
<b>Reports to:</b>	Learning team within Creative & Engagement
<b>Key relationships:</b>	Grounds Learning Programmer Duty Managers, Gallery Interpreters and Volunteers Schools Families and gallery visitors
<b>Hours per week:</b>	Ad hoc work depending on organisational needs
<b>Constraints: (Travel/Base/Working Patterns etc)</b>	May be required to work weekends occasionally
<b>Date:</b>	2018

### 1) Context

Compton Verney is a national art museum set in 120 acres of fabulous Georgian parkland, only eight miles from Stratford-upon-Avon. We are a registered charity, with the aim of providing an inspiring and entertaining day out for visitors of all ages and backgrounds – whether they have come to see our international art exhibitions, to take part in our wide-ranging activities, to enjoy the diverse features of our extensive landscape, or simply to spend time in our celebrated shop and award-winning restaurant.

A gently-paced cultural oasis in the heart of the South Midlands, easily accessible by road and motorway, we offer a genuinely unique visitor experience that is fun, informative and surprising – but which never lectures or condescends, and which is always jargon-free, cheerfully inclusive and refreshingly relaxed.

Compton Verney seeks to reinforce its position as a nationally and internationally recognised art gallery by continuing to increase visitor numbers and improve the visitor experience, by securing adequate resources to sustain the organisation in the long term, by building our profile locally, regionally, nationally and internationally, and by developing collaborative partnerships with other major institutions and collections.



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### **2) Main purpose of the job:**

To deliver our portfolio of Forest School events and grounds related activities to children, young people, families and other visitors. You will:

- Deliver Compton Verney's portfolio of existing Forest School events and activities
- Lead activities at the Forest School site
- Demonstrate woodland crafts and lead the practical aspects of workshops
- Be responsible for the set-up, clear up and stock control of the Forest school, events and activities
- Gain a thorough knowledge of all Forest School events and activities and a wider knowledge of Compton Verney and its parkland

### **3) Skills and personal attributes:**

You will need to be able to:

- Demonstrate a commitment to, and respect for, working with Forest School and gallery educators, community groups, disability groups, families, young people and children
- Facilitate engagement with the Forest School
- Encourage children and families to engage in a variety of ways and cater for all learning styles
- Work independently, as well as part of a team
- Demonstrate an open interpersonal style

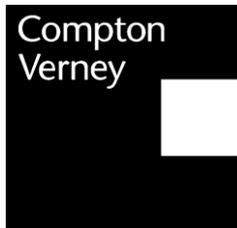
### **4) Work and previous experience:**

You will need to have:

- Experience of working with primary and secondary
- Experience of working with families and liaising with parents
- Experience and an understanding of formal and informal learning in an outdoor context

### **5) Team working**

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



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### **6) Personal development**

- Keep up to date with relevant policy and good practice relating to Forest Schools, outdoor education and issues affecting Compton Verney
- Acquire and maintain a good knowledge of the Forest School programmes and Compton Verney
- Attend training courses, workshops, meetings and undertake one-to-one training as and when required.

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



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### 7) Job holder specification

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications and attainments</b> Minimum 5 GCSE grades A-C inc Maths and English or Equivalent Further Education qualification Qualified Forest School Leader levels 2 or 3 Current Outdoor First Aid certificate	* * *	*
<b>Work experience</b> Experience of working with children and families Experience of running Forest School, events and activities or other relevant group activities Experience of delivering Forest School or outdoor education sessions	* *	*
<b>Skills</b> Knowledge of current issues and good practice in education or childcare Ability to work independently, being self-reliant and using own initiative Open interpersonal style Good communication skills Ability to carry out practical outdoor activities Practical understanding of health and safety for outdoor activities, particularly fire safety	* * * * * *	
<b>Behaviours and characteristics</b> Willingness to undertake training when necessary Self-motivated Team worker Clear communicator Vigilant	* * * * *	

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### **Salary**

Whilst training a daily rate of £50, once qualified £75 per session.

### **Working hours**

Hours vary from 9am – 3pm for schools delivery during term time or 10am – 4pm for families' delivery during school and public holidays, but must be flexible to meet operational requirements. The role will be on a casual basis, with irregular working patterns to cater for periods of high demand. Commitment to the session and reliability is essential.

### **Equality**

Compton Verney believes in the employment and advancement of people solely on their ability to do the job required. When recruiting people, we will therefore disregard their gender, marital status, age, race, colour, nationality, ethnic origin, religion and sexual orientation. There will be no unfair discrimination on the basis of disability. If you would like to discuss submitting your application in a different format please contact us telephone: 01926 645553 email:

[lucy.jones@comptonverney.org.uk](mailto:lucy.jones@comptonverney.org.uk) .

### **Probation and trial period**

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

### **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.

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor Compton Verney's equal opportunities policy and practices. 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 the purpose of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.