Holiday Club/ Forest School Assistant (Bank Staff)

Job Description

Days: Tuesday, Wednesday, Thursday

Hours between 8-6pm

(Full day/s available or 3 mornings or 3 afternoons)

Rate of Pay: £10-10.50ph

Contract: 0-hours

**Job purpose:** To assist in the delivery of both the Dream Wild Forest School Holiday Club and in the delivery of specialised Forest School Education Sessions for students attending as an alternative provision instead of mainstream schooling.

The Dream Wild Forest School is a completely new service area for Swindon Tuition centre so the position would suit somebody with the drive and creative vision to develop this holiday club into a specialist provision.

**Duties:**

* To provide daily care/support and stimulating Forest School activities to children aged 4-16 years.
* To have an interest in the outdoors and forest school practice alongside the importance of promoting positive emotional, social and mental health wellbeing.
* To have the ability to plan creative outdoor lessons and adapt activities in the moment according to children’s interests and own ideas.
* To have an understanding of why free exploration and being outdoors is beneficial to children.
* To enjoy the outdoors and be committed to working in all seasons.
* To have the ability to complete additional hours for the Breakfast and After Hours Club during holiday time.
* To assist in purchasing resources/ breakfast and after hours snacks.
* To meet the children’s physical, emotional and intellectual needs by providing a varied, stimulating and secure environment.
* To plan creative arts and crafts activities and cooking activities for in-centre holiday club.
* To work inclusively with Forest School Leader and Curriculum Manager to provide a range of age appropriate and varied activities.
* To maintain accurate records that meet the requirements of OFSTED including registers, accident reports and/or safeguarding reports.
* To report all safeguarding concerns to the DSL and record these on the Capsule CRM database.
* To report any important contacts/ complaints on the Capsule database and inform a Senior Member of Staff
* To provide a thorough handover to parents
* To liaise with the Curriculum Manager on a regular basis to make sure higher standards of practice are met.
* To have a proactive, positive, committed and confident manner, working to and instilling high standards throughout
* To attend holiday club team meetings in advance of the half term/summer term commencing.
* Working inclusively with the team to share successes and continuous improvement initiatives, reflective feedback.
* To encourage a culture of listening to young people.
* To speak to parents/carers via telephone/ end of day pick up about any incident/ behavioural concerns.
* To undergo observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
* To bring the vision, passion and drive to raise standards in all aspects of the Dream Big Holiday Club
* To undertake additional duties as required by the business needs.

**Person Specification**

* Experience of working with children and/or young people (Preferable)
* Ability to supervise a large group of children.
* To be trained in First Aid (Preferable)
* Have a great sense of humour, be able to laugh and muck in! (Essential)

About the company

Swindon Tuition Centre is a small locally run business founded by Luke Wareham (previous deputy head at St Luke’s Academy) in 2014.

The evening business provides private tuition in Maths, English and Science to children and young people ages 5-19 years offering academic intervention and often focussing on exam preparation for 11+, SAT’s, GCSE’s and A-Levels. This can be offered either face to face or via online methods.

The day business runs as an alternative provision, providing a mix of academic tuition in Maths and English alongside mentoring/coaching practices. The alternative provision has an intake of young people who have either been permanently excluded from mainstream school or at risk of being excluded. This work is either completed on a 1:1 basis or small group work such as the nurture group for primary age pupils. It has ongoing contracts with Swindon’s primary and secondary Pupil Referral Units (PRU’s) and Social, Emotional and Mental Health (SEMH) schools alongside working with a range of other schools and providers.

Other parts of the business include out-reach work in schools and the development of a new holiday club provision blending tuition catch up sessions alongside creative classes in art, mindfulness and drama. As a small business we employ under 20 day staff including permanent and bank staff and employ approximately the same amount of evening staff working on temporary/ self-employed contracts. Bristol Tuition Centre and the newly founded Cirencester Tuition Centre are sister companies.