



Job title: Woodland Programme - Coordinator – Contractual basis

Pay: Subject to qualifications and experience

As a Woodland Programme Coordinator you will be required to discuss programme requirements with all stake holders – referring agencies, parents, schools and pupil where appropriate. You will then collate and compile student profiles, information and files to share with Woodland Tutors – collaborating with stakeholders at all times to design bespoke programmes of Woodland Learning. As a coordinator you will then oversee the programme and act as a link to the referring agencies, completing regular feedback. Tutors will consult with you when needed during and after onsite sessions. You will offer supervision as needed to the Tutors on your programmes. Where possible you will be ‘on hand’ to support calls from tutors in case of ‘emergency’ and work to support and advise as needed.

Job responsibilities:

- Liaise with a range of external stakeholders and referrers to gather and analyse information on a young learner
- Read, monitor and analyse tutor feedback and lesson plans
- Act as a point of contact for tutors and referrers throughout the programme
- Complete individual risk management plans, programme plans and maintain liaison with stakeholders to update and refine
- Complete programme evaluation using feedback system and share with referring agencies.
- Supervise, support and prompt tutors throughout a given programme and support when they are facing an unforeseen risk
- Attend regular in-house PD sessions.
- Ensure all safeguarding obligations are met.
- Adhere to Woodventurers’ [policies and procedures](#).
- Show commitment to safe working practice and use of risk assessments to support tutors and monitor/ assess risk

Please note: As a contractor for Woodventurers, you will be expected to invoice for your services at the agreed rate and will be responsible for paying your own tax and NI on a self-employed basis.

Job specifications

Required:

Demonstrate strong and effective administration and communication skills

Have experience working with groups of learners in an outdoor environment and/or significant experience working with learners with SEN and a passion for outdoor learning.

Hold a current enhanced DBS certificate.

Be committed to the safety and welfare of those in their care and uphold all safeguarding responsibilities.

Have a clear understanding and experience of managing/ supporting challenging behaviour in a positive manner

Be able to analyse and quality control programmes and feedback on next steps to tutors

Have the ability to supervise and support staff

Understand the different ways in which children learn and support tutors to adapt teaching methods to meet the individual needs of each learner.

Be able to build and sustain effective working relationships with learners, colleagues and families (as appropriate).

Demonstrate effective time management and organisational skills.

Demonstrate a positive commitment to own personal development

Desirable:

Experience working with SEN.

Experience of writing IRMP and risk assessments in liaison with other agencies

Ability to positively influence the practice of others.

Evidence of ongoing personal professional development

Forest School or Outdoor Learning qualification.

Personal specifications

Required:

Possess a willing attitude and have a flexible, intelligent approach to tasks.

Be a reflective and creative practitioner.

Communicate effectively with self - awareness and social perception.

Have energy and resilience.

Be adaptable to changing circumstances and new ideas.

Have the confidence to act upon one's own initiative and to be proactive.

Desirable:



Be an innovator – excited by change, able to turn innovative thinking into practical and successful outcomes.

Have the ability to think creatively and to be able to anticipate and solve problems.