



FOREST SCHOOL



SPORT AT FOREST

The Co-Curriculum and its role in Forest's 360° Ethos

The Co-Curriculum is a crucial part of the life and learning at Forest. While expecting our pupils to demonstrate a strong work ethic in their timetabled lessons, we also recognise how important it is for both practitioners and pupils to develop learning outside of the classroom.

We ask our pupils to try new things, explore new places, learn new skills and experience a real challenge. Visiting a new country, joining a new club or team, or being part of an ensemble or society, is a great way to get the most out of life at Forest.

The Co-Curriculum is there to support every pupil, Year 7 to Year 13, providing them a springboard to discover new skills and develop existing ones.

Clubs and Societies run regularly before school, at lunchtime, and afterschool, and cover a wide range of interests, from sport, music, and drama to mythology, street food, coding, and astronomy.

Pupils can aim for nationals in Hockey, realise their ideas in the 3D Printing Club, and challenge themselves and their peers in the Debating Club. We invite pupils to start their own clubs; recent start-ups have found themselves well-subscribed, taking teams to national competitions. The Warhammer Club was a recent addition to this list, starting with a win at the Basildon Games Workshop heats.

The recognised success of our longer-running programmes encourage these newer clubs and societies to grow, develop and succeed, with our CCF approaching its hundred and fortieth birthday. Forest continues its history of inspiring excellence within the curriculum in its widest sense with its work with subject experts and external partners: including elite sports coaches, music concerts performed at sold out venues, and regular input from experts in their fields.

As part of our broad curriculum offer, we believe that the opportunity to learn and develop beyond our school gates is crucial to their individualised personal progress. We have a vast programme of educational visits that take pupils from the classroom to destinations both domestic and abroad, working in partnership with the Co-Curricular programme and subject curriculums.





Sport at Forest

Sporting excellence is part of our heritage and Forest is well known for the quality of its sport. As well as fielding strong teams, our pupils are regularly selected at district, county and national level. What we value most, however, is that everyone, whatever their level, is encouraged to join in and to enjoy sport.

At the heart of the Forest PE programme is the ethos and vision to 'instil a lifelong love of physical activity in all pupils and equip them with the attributes to be good people.' Forest's sport and physical activity programme is extensive and underpinned by a significant commitment from wider teaching and non-teaching staff from all areas of the School. Through this shared effort, all pupils understand physical literacy and wellness and can access and engage fully with Forest's sporting programme from participation to elite performance.



The core PE curriculum has recently undergone significant transformation and follows a physical literacy model. We encourage all pupils to develop their movement competency through various environments; parkour, surf-lifesaving, fundamental movement skills, health-related fitness, learn-to-run and invasion games. Pupils have exposure to holistic, competitive, and sometimes international opportunities at every stage of their educational journey.

The department is renowned for its success, including its ability to constantly evolve and adapt to ensure that the very best provision is on offer for our pupils. Last term alone, the team introduced some new additions to the programme to increase the breadth and variety of our offering and respond to pupil voice; girls kickboxing, functional fitness, go-karting and touch rugby are just a few examples of this. Such evolution and agility occur whilst always ensuring that curriculum PE and core sporting activities are at the foreground of the term. Last year, we played 427 fixtures across 9 sports involving 76 teams between September and December. 75% of Year 7 pupils played in a School fixture (the aim is for 100% of pupils to have represented the School by the end of this academic year), proving that participation and elite performance are not an impossible dream.

As well as fantastic participation, we regularly celebrate outstanding individual and team performances both locally and nationally, with even notable international successes. By adhering to this department mission statement, pupils are supported, encouraged, and stretched to achieve their sporting goals as individuals, teams, and representatives of the whole school community.

By applying for Director of Sport at Forest, we hope that you commit to continue the evolution, progress, and achievements of this excellent department with your ambition and innovation to benefit our pupils and school community.



Sports Scholarships at Forest

Forest School has a long-standing tradition for excellence when it comes to sport, subsequently our Scholarship programme attracts large numbers of keen, young athletes every year as our reputation to support and develop them is widely recognised. Scholarships for sport are available at 11+ and 16+ to both internal and external applicants. The purpose of the Sport Scholarships is to attract the best athletes to Forest as we believe our programme is both comprehensive and tailored to the individual. The scholarship programme is designed to support pupils to develop and excel in their chosen area of expertise whilst giving them leadership and personal development opportunities which complement their sporting pathway.

All of our sports scholars are Forest School scholars and are expected to model the behaviour of that of a scholar at all times. We would expect our sport scholars to represent the School each term in the major sports, even if it is not one of their strongest. For example, a scholar who excels in netball, playing in the C team for hockey demonstrates a number of qualities and characteristics that we would expect all of our pupils to follow. As a sports scholar, they are also expected to attend weekly Strength and Conditioning sessions to help them stay injury free.

We have several pupils at Forest who are contracted to sports academies or who represent the School at national/international level. The Director of Sport/Head of Sport will work closely with the parent(s) and the clubs to ensure we strike a balance between School representation and all other commitments. In nearly all cases, a mutually agreeable solution is found.

The Scholars are also supported by a mentor within the department to ensure that the programme is supporting their individual needs whilst challenging them to continue developing as an athlete and as a Forest Scholar.



.....MICHAELMAS..... HIGHLIGHTS 2021

427
FIXTURES
PLAYED

680
PUPILS INVOLVED
IN A SPORTS FIXTURE

77 DIFFERENT
TEAMS
9 DIFFERENT
SPORTS

 **ALEX FOSTER** RUNS **24.6s** INDOOR
200M UK U13s FASTEST TIME EVER!

YR7/8 SWIM TEAM
LONDON LEAGUE
FINALISTS 

 **JACK** 
RICHARDS
(U17)
LUCAS
LE VOIR
(U14)
SELECTED FOR
NATIONAL ISFA
FOOTBALL
TEAMS

75%
YEAR 7s
INVOLVED IN A
SPORTS FIXTURE



 **U15 GIRLS**
REACH THE
NATIONAL
CROSS
COUNTRY 
FINALS

 **GIRLS**
U12,U13,U14
HOCKEY
TEAM REACH
REGIONALS

OSCAR BRITT
WAS SELECTED FOR
SAXON TIGERS
HOCKEY

U16 BOYS
LONDON AND EAST
LONDON INDOOR
CHAMPIONS

 **ZACH** 
SIMONS
AWARDED
FOOTBALL
SCHOLARSHIP
AT TOTTENHAM
HOTSPUR

 
AMURUTHAA
SURENKUMAR
SELECTED FOR THE
SUNRISERS
ACADEMY

LEA VALLEY INDOOR
 **ATHLETICS**
GIRLS U14
CUP WINNERS

 
U13 AND U14
COUNTY
CRICKET
CHAMPIONS





Example of a Saturday fixtures list

[More Details](#)

Additional information can be found at: forest.org.uk

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Sport	Team	Opposition	Venue	Venue Details	Teacher I/C	Meet Time	Start Time	Return
Football	Boys-U18A	Wilson's School	H	Home Main School	MLB	08:40	09:45	12:00
Football	2nd XI	Wilson's School	A	Away Main School	EJGS	08:00	09:45	13:00
Football	Boys-U15A	Wilson's School	A	Away Main School	Mr O'Brien	08:00	09:45	13:00
Football	Boys-U14A	Wilson's School	H	Home Main School	BJL	08:45	09:45	12:00
Football	Boys-U13A	Wilson's School	A	Away Main School	BDA	08:00	09:45	13:00

Sport	Team	Opposition	Venue	Venue Details	Teacher I/C	Meet Time	Start Time	Return
Hockey	1st XI	Berkhamsted School	H	Home Main School	Mr Gilkes & Mr Lumley	08:15	09:30	10:45
Hockey	2nd XI	Royal Russell School	A	Away Main School	Miss Nash & Mr Phillips	07:30	09:30	13:00
Hockey	Boys-U15A	Royal Russell School	A	Away Main School	Mr Foinette	08:30	10:30	13:30
Hockey	Boys-U14A	Berkhamsted School Boys-U15A	H	Home Main School	Mr Sloan	09:45	10:45	11:45
Hockey	Boys-U13A	Royal Russell School	A	Away Main School	Mr Arnold	09:30	11:30	14:00
Hockey	Boys-U13B	Royal Russell School Boys-U12A	A	Away Main School	Mr Waller	09:30	11:30	14:00
Hockey	Boys-U13C	Royal Russell School Boys-U13B	H	Home Main School	Mr O'Brien	11:15	12:00	13:15
Hockey	Boys-U13D	Royal Russell School Boys-U12B	H	Home Main School	Mr Maskill	11:15	12:00	13:15
Hockey	Boys-U12A	Chigwell School	A	Away Main School	Mr Lumley	08:30	09:00	11:30
Hockey	Boys-U12B	Chigwell School	A	Away Main School	Mr Phillips	08:30	09:00	11:30

Example of a Saturday fixtures list continued

[More Details](#)

Additional information can be found at: forest.org.uk

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Sport	Team	Opposition	Venue	Venue Details	Teacher I/C	Meet Time	Start Time	Return
Netball	Girls-U15A	Mill Hill & Belmont Schools	H	Home Main School	Mrs Tubb	09:45	10:10	11:30
Netball	Girls-U15B	Mill Hill & Belmont Schools	H	Home	Miss White	09:45	10:10	11:30
Netball	Girls-U15C	Mill Hill & Belmont Schools	H	Home	Miss Chere	09:45	10:10	11:30
Netball	Girls-U14A	Mill Hill & Belmont Schools	H	Home Main School	Mr Perham	10:50	11:15	12:30
Netball	Girls-U14B	Mill Hill & Belmont Schools	H	Home Main School	Mr Du Toit	10:50	11:15	12:30
Netball	Girls-U14C	Mill Hill & Belmont Schools	H	Home	Miss Risk	10:50	11:15	12:30
Netball	Girls-U13A	Brentwood School	A	Away Main School	Miss Sanghera	07:45	09:00	11:15
Netball	Girls-U13B	Brentwood School	A	Away Main School	Miss McCabe	07:45	09:00	11:15
Netball	Girls-U13C	Brentwood School	A	Away	Miss Mottram	07:45	09:00	11:15
Netball	Girls-U12A	Brentwood School	H	Home	Miss Risk	08:30	09:00	10:20
Netball	Girls-U12B	Brentwood School	H	Home Main School	Miss Tubb	08:30	09:00	10:20
Netball	Girls-U12C	Brentwood School	H	Home Main School	Miss Cooper	08:30	09:00	10:20
Netball	Girls-U12D	Brentwood School	H	Home	Miss Jameson	08:30	09:00	10:20

Code of Conduct

Teachers / Coaches

1. Schools have a responsibility to ensure that teachers, hired professional coaches, adult volunteers and young leaders use appropriate language and behaviour when working with young people and commit fully to the spirit of this code of practice.
2. Ensure that equal opportunities for participation are made available to all young people, regardless of ability, size, shape, sex, disability or ethnic origin.
3. Teachers / coaches must be reasonable in their demands on young peoples' time, energy and enthusiasm - they need other interests.
4. Young people play for fun and enjoyment and winning is only part of this. Never ridicule or shout at children for making mistakes or losing a competition.
5. Teachers / coaches should try to arrange an appropriate balance between practice and fixtures – giving opportunity to all young people who wish to participate without over playing the most able.
6. Teach players that the rules/laws of the game are for their own safety and should be respected at all times.
7. Ensure that players respect the ability of their opponents and the judgement of match officials.
8. Ensure that adequate supervision is provided by suitably qualified and competent Teachers/Coaches and Officials capable of developing appropriate sports behaviour and skill techniques.
9. Condemn the use of violence in any form, be it by spectators, teachers, coaches, officials or players.



Players

1. Always play to the best of your ability.
2. Play fairly – don't cheat, complain or waste time.
3. Respect your team-mates, the other team, the referee and your teacher / coach.
4. Play by the rules, as directed by the referee.
5. Shake hands with the other team and referee at the end of the game.
6. Listen and respond to what your coach/ team manager tells you.
7. Be punctual to training and matches and dressed appropriately.

Spectators

1. Young people play school sport for fun. They are not playing for the entertainment of spectators only, nor are they miniature professionals.
2. Applaud good performance and effort by your team and the opponents. Congratulate both teams upon their performance regardless of the game's outcome.
3. Respect the official's decision. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach young people to do likewise. If you have any queries on this please contact the Director of Sport.
4. Never ridicule or criticise young people for making a mistake during a competition. Positive comments are motivational.
5. Condemn the use of violence in any form, be it by spectators, coaches, teachers, officials or players.
6. Show respect for your team's opponents. Without them there would be no game.
7. Encourage players to play according to the rules and the official's decision.
8. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches, teachers or officials.
9. Recognise the value and importance of teachers, volunteer coaches and officials. They give their time and resources to provide school sport opportunities and deserve support.

Pitch Map

The Park



1. Top Left

2. 9-a-side

3. Top Right

4. Astro Turf

5. 2nd XI
6. 1st XI

7. 7-a-side

8. Old 2nd XI

9. Refreshments and Toilet
Located under the cover
of the tree line

Our Mission

Statement

VISION	Instilling a lifelong love of physical activity in all pupils and equip them with the attributes to be good people.			VISION
MISSION	To be regarded as one of the best day Schools in the country for sport and physical activity.			MISSION
OBJECTIVES	To compete on the national stage in our six major sports (athletics, cricket, football, hockey, netball and swimming).	To develop a high quality, broad curriculum giving pupils the opportunity to experience a range of sports and physical activities.	To maintain our growing reputation locally and nationally for delivering excellence and providing all with an experience that is both enjoyable and beneficial.	OBJECTIVES
STRATEGIES	To ensure the delivery of PE lessons and coaching sessions is excellent for all pupils.	To demonstrate, model and instill our core values / behaviours of work rate, discipline and respect in all of our pupils.	To ensure all staff involved in the sports programme are given the necessary support / CPD in order to deliver a high quality programme.	STRATEGIES



**FOREST
SCHOOL**



**ST STITHIANS
COLLEGE**

SPORTS EXCHANGE JOHANNESBURG, SOUTH AFRICA 2020



Forest is committed to ensuring that pupils develop as positive global citizens. Partnerships, international tours, visits and exchanges all contribute to the personal developmental journeys of our young people. This exchange from 2020 is just an example of the scope of our programme under the guidance of an excellent PE department.



FOREST
SCHOOL

DIRECTOR of SPORT

Job Description and Person Specification

Physical Education Department

In common with all Forest School departments, the Physical Education Department is well resourced, plays a key role in the life of the School and has built a strong reputation for excellence. The P.E. curriculum is taught by specialists in the department, and the Games programme is delivered in collaboration with other members of the teaching staff.

The department is staffed by P.E. specialists, Sports professionals, PGCE students, Graduate Assistants, sports coaches and strength and conditioning specialists, most of whom have an input in all three sections of the School; academic, pastoral and Co-Curricular. There is considerable contribution from the wider staff body into the Sporting programme also due to its breadth and levels of pupil participation.

The School benefits from excellent indoor and outdoor facilities, including:

Indoor Facilities

- Sports Complex that has a 25m swimming pool and a learners' pool
- Gymnasium
- Sports Hall
- Cricket suite
- Fitness room
- Strength and Conditioning Suite.

Outdoor Facilities

- 9 grass Football pitches
- 3 Cricket pitches plus outdoor cricket nets
- 3 all-weather Netball courts
- 3 Tennis courts
- Hockey Astro
- 3G area

The P.E. department provision is one of the cornerstones of the Co-Curricular programme at Forest and supports Games and other sporting activities for the whole school. Games options include Athletics*, Badminton, Basketball, Cricket*, Cross Country, Cycling, Dance, Fencing, (Health related) Fitness, Football*, Hockey*, Netball*, Parkour, Swimming, Table Tennis, Tennis and weightlifting.

Each year group has two double period Games sessions per week, Matches are also played on Saturdays, and there are a number of international sports trips offered throughout the academic year. GCSE and A-level P.E. is offered as an academic subject with increasing levels of uptake. The successful candidate will be motivated by a strong desire to promote P.E. as a core academic discipline, in which important learning skills can be developed and challenged. They will wish to build on a P.E. curriculum that seeks to foreground the various ways in which development of physical literacy and understanding can be connected to pupils' wider personal development.

** Denotes a major School sport*

Job Description

Forest School seeks to appoint a passionate, outstanding, innovative Director of Sport who can lead and develop a successful department with a talented team of qualified P.E. and Sport specialists. The ability to inspire and stimulate to the highest level is essential. Please see additional job descriptions at Annex A and Annex B.

The Director of Sport will have responsibility for all Sport and P.E. at Forest School, ensuring a continuum of development from EYFS through to senior levels. This appointment comes at a time of significant growth and success for the department with a broad sporting provision. The successful candidate will be integral to the process of shaping and delivering the vision for the future of sport at Forest School.

The successful candidate will:

Leadership

- Provide inspirational and dynamic leadership to staff and pupils alike
- Develop and implement strategic and operational plans with the aim of delivering excellence across all the School's sports and increasing participation across the School community
- Lead the Academic P.E. Department
- Maintain and develop an exciting and innovative P.E. curriculum by working with the Assistant Director of Sport on all curricular strategic development
- Teach GCSE, A-level P.E. and core P.E. as required as well as Games and Activities sessions as appropriate
- Oversee the sports programme provision and contribute fully to the after-school programme of activity
- Oversee a competitive and balanced fixture programme
- Manage the Elite Player Programme
- Ensure that an effective Elite Player programme continues to develop for the extension of our highest performing athletes

- Develop close liaison with feeder prep and maintained schools and facilitate transfer of talented young sportspeople to Forest School
- Have due regard to the School's procedure for rewarding pupils and encourage all staff to recognise and reward sporting success
- In liaison with the External Relations Office, co-ordinate publicity for all aspects of sport at Forest School

Management

- Have overall responsibility and strategic overview of the Sports and P.E. Budgets, overseeing the management of the various individual sports budgets including equipment, transport, catering and external coaches
- Liaise with the Co-Curriculum Office re the use of School facilities
- Liaise with the Manager of the Sylvestrian Leisure Centre (SLC) and the Grounds Staff to ensure all sports fields and outdoor areas are appropriately prepared and managed
- Ensure that the School is compliant in matters of sports teaching and coaching. Review policies and risk assessments on a regular basis
- Ensure that all Sports equipment is organized, stored and maintained appropriately and treated with due care by all users
- Produce and update the Departmental Handbook to include policies and procedures to be undertaken

Department

- Line manage the Assistant Director of Sport and Head of Games ensuring that both strands of the provision are ambitious and promote pupil development
- Line manage the members of the P.E. Department, Sports Administrator and Heads of individual sports
- Monitor and develop the standard of teaching and learning within the P.E. department
- Lead on strategic development of the department and implementing academic reform/changes where necessary
- Strategically lead on staffing and recruitment of the department in conjunction with the Deputy Head Co-Curricular
- Assist the professional development and appraisal of staff to create a motivated and empowered team
- Make appropriate arrangements for classes when staff are absent
- Oversee, in liaison with the Deputy Head Co-Curricular, the employment, management and payment of part time coaches
- Participate in the interview process for teaching and non-teaching posts when required and to ensure effective induction of new staff

Games and Fixtures

- Ensure that a broad, ambitious and inclusive programme of Games is provided for each age group which covers the needs of all pupils
- Ensure that each sport has a full fixture list – including weekends as well as during Games sessions - arranged by the teacher/coach in charge of that sport, playing both other independent schools and local maintained schools, developing the range of schools played to ensure the highest possible calibre of fixtures at appropriate levels
- Ensure fixtures/pre-seasons/tours and other activities avoid clashes with other events/provisions by liaising with other departments
- Ensure that the fixture list for each sport is produced by the deadline for each term's Calendar and is accurate

Related activities

- Organise regular tours for teams in all sports, with balance between senior and younger teams as appropriate
- Organise regular Sports Celebrations, liaising with the team coaches concerning the awards given
- Organise House sporting competitions each term and the annual Sports Days in conjunction with the Head of Games
- Organise the Sports Scholarships process
- Liaise closely with the Medical Centre in all matters relating to injuries
- Encourage pupils to trial for representative honours at county, regional or national levels where appropriate
- Encourage pupil involvement with local sports clubs

Committees and Regular Meetings

- Hold regular P.E./Games and Academic P.E. department meetings
- Convene and chair the Sports Committee
- Attend the Co-Curriculum, Calendar Scrutiny and Colours Committees
- Attend meetings and conferences of professional bodies etc
- Attend Heads of Department and staff meetings
- Meet each timetable cycle with the Deputy Head Co-Curricular
- Ensure that the Governing Council receives necessary information on all the school's sporting activities

Person Specification

Essential

National coaching qualifications in one or more of the sports offered by the School
Educated to degree level

Experience

Experience at middle management level or higher
Proven track record of high standards and expectations
Sports coaching
Experience of strategic planning
Staff development
Management of budgets
Competence and confidence in the use of IT.
Experience in, and ability to contribute to, teaching academic P.E. to A Level.

Skills

Proven ability to manage change
Inspirational leadership
Proven ability to meet ambitious objectives
Ability to establish a clear strategic vision
Ability to meet challenging deadlines

Personal Qualities

- Ability to lead and inspire sports teacher colleagues, including non-specialists who assist with teams. Ability to understand the needs, challenges and opportunities of a diverse school community.
- Outstanding personal relations and team working skills.
- Commitment to and an understanding of the values of the School.
- Energy, charisma and dynamism with the vision and drive to develop Forest School sport to a high level.
- Ability to promote and actively ‘market’ Forest School sport both within the school and outside it.
- Ability to think creatively.
- Availability for fixtures.
- Availability for regular tours during holiday periods.
- Commitment to collaboration
- Ability to coach one or more of the School’s core sports to a high level
- Expertise in sport which may include having played/competed/coached at a high level and/or significant experience in Physical Education and Games

Working at Forest School

Forest will offer an attractive and competitive salary in line with the Forest School Pay Spine. The Governing Council will review the Pay Spine annually, no later than 1st September in each calendar year.

The School offers significant benefits including:

- membership of the School’s Group Life Assurance scheme and personal accident scheme;
- contribution towards 50% of private medical insurance fees;
- membership of a pension scheme;
- staff fee remission of 20% school fees for children at Forest School, from Year 3 onwards.

The appointment is subject to clearance of all pre-employment checks including receipt of two satisfactory references and an enhanced Disclosure and Barring Service (DBS) check.

The post-holder will report to the Deputy Head Co-Curricular and will be accountable to the Warden.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This specific information is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

Child Protection at Forest School

Forest School is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.

As a member of the School’s teaching staff, the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School’s procedures and policies for child protection and security are on the Forest School Intranet, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

Job interviews will include questions about safeguarding children.

Applications and Selection Process

Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, which will include an assessment of the candidate's suitability to work with children. We will approach referees for all short-listed applicants before interview. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. A Disclosure and Barring Service (DBS) check will also be required before the commencement of employment.

Applications should be made via the TES website and any queries can be sent to **recruitment@forest.org.uk**.

The School reserves the right to appoint at any stage, should an outstanding candidate emerge.

Annex A: Job Description for Head of Department

Heads of Department provide professional leadership and management of their subject area to secure high-quality teaching, effective use of resources and on-going development of learning and achievement for all pupils. The Head of Department is required to be an outstanding teacher, leading by example, and also to manage and monitor the delivery of an appropriate curriculum which is challenging, differentiated and well resourced.

In addition to the duties expected of a teacher (as laid out in the Job Description of a Teacher at Forest School, see Annex B), a Head of Department is expected to:

Teaching and Learning

- Establish high standards and expectations for teaching and learning within the Department and encourage teachers to achieve expertise in their subject teaching.
- Through the Self Evaluation Form and Department Action Plan and through other whole-school methods, evaluate the quality of teaching and learning occurring in the Department, using this to identify good practice and establish action plans for any areas for improvement.
- At the start of each academic year, ensure that an appropriate and comprehensive curriculum, and any supporting documentation, is produced and made available for all staff in the Department, and to keep this under review.
- Be present when pupils are receiving public examination results, ready to guide or advise as necessary (or appoint a suitably qualified representative).
- Analyse examination results and review teaching and learning in the light of those results, including writing an annual Examination Results Report for the Warden and Deputy Heads of Academic and Co-Curricular.
- Encourage innovative and imaginative curriculum work within the Department and in cross-curricular ventures (in liaison with other Heads of Department), where possible.
- Ensure that the Department offers wider developmental activities for all pupils.
- Ensure that activities and resources are in place to support pupils who require help with the subject.

- Liaise when appropriate with the Learning Support Department.
- Undertake monitoring and evaluation of the department in line with whole-school professional development cycles.
- Establish links with the wider community to enhance pupils' learning and development.
- Seek feedback from pupils, parents and colleagues, as required, to inform future planning.
- Make effective use of data (such as baseline testing data) to inform planning and training for teachers within the department, and target setting for pupils.

Leading and Managing

- Inspire a positive atmosphere in the Department which enables all staff to develop and maintain an enthusiastic attitude towards the subject and confidence in teaching it.
- Support professional development of teachers, delegating appropriate responsibilities as a part of professional development.
- Support trainee teachers/NQTs/new staff, including overseeing aspects of Initial Teacher Training and requirements of teachers' NQT years, as required.
- Help colleagues, where appropriate, in the development of behaviour for learning strategies.
- Keep clear records of all pupils' attainment and progress in the subject, including internal assessments, examinations and external examination results, all in line with whole school systems.
- Hold regular department meetings with an agenda, minutes, action points and opportunities to exchange best practice, and keep appropriate records of decisions taken at these.
- Provide the members of the Department, the Warden and the Deputy Head Co-Curricular with the minutes of all department meetings.
- Attend and contribute to Heads of Department meetings and other committees as appropriate and as required.
- Produce and update a Department Development Plan, which contributes to and draws down from the School Strategic Development Plan, to be reviewed annually with the Deputy Head Co-Curricular.
- Oversee the writing of reports and other communications within the Department.
- Support the welfare and well-being of staff in the Department.
- Be familiar with and implement all School Policies and Procedures.
- Manage and deploy teaching/support staff, financial and physical resources within the Department effectively.
- Develop and review schemes of work, specifications, marking policies, assessment and teaching and learning strategies.
- Have oversight of the production of Department publications and presentation of pupils' work and the content of the Department's presence on the Intranet and School website.
- Be part of the appraisal and performance development programme for all staff within the Department.
- Make appropriate arrangements for classes when staff are absent.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff.
- Oversee university admissions advice and preparation for the subject and related disciplines.
- Be responsible for the day-to-day management of staff within the Department and act as a positive role-model.

Annex A: Job Description for Teacher

This generic job description sets out the main roles and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

In Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback, and maintaining records of pupils' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

In the Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or come into contact with.

FOREST SCHOOLS POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.



FOREST SCHOOL

Forest School, College Place, London, E17 3PY