



# The Secret Garden Outdoor Nursery

## PART-TIME WOODS PRACTITIONER ROLES & RESPONSIBILITIES

### The Role:

The role holder is responsible for working with the rest of the staff to ensure the smooth running of the outdoor nursery. They are responsible for ensuring the safety and happiness of the children attending the nursery and practicing mindful parent/carers communication.

The post will be based in the woods, starting at 8:15am and finishing at 17:15. The days to be worked are 2 days per week plus attendance at Friday team meetings.

**Salary:** £13.35/hour

### The role holder will need to:

- be registered with SSSC at the appropriate level to the post (child care level 3) or be working towards gaining a relevant qualification.
- Adhere to the Codes of Practice as set out by the SSSC.
- have PVG Membership
- attend Team Meetings when appropriate

### Key Accountabilities/Tasks:

The main roles and responsibilities of this post are to:

- ensure that children are safe and secure
- liaise with other team members
- develop familiarity with Nature as Teacher Curriculum
- contribute to nursery and curriculum development
- reflect on one's own practice and share with colleagues
- evaluate and continue to develop own professional knowledge and skills

## Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"><li>• be able and comfortable working in an outdoor environment in all weathers</li><li>• have a readiness to reflect upon and modify own practice</li><li>• communicate effectively with all staff, children, parents</li><li>• Have a level of fitness suited to working in an outdoor environment; carrying rucksacks and walking on uneven terrain</li></ul>	<ul style="list-style-type: none"><li>• Bushcraft skills and knowledge</li><li>• Compassionate Communication</li><li>• Nature Connections</li><li>• Mindfulness</li></ul>

**Line Management:** the role holder post reports to the Care Manager

### Meetings:

- Staff Meetings take place weekly on Friday afternoons 1.30-3.30pm, with monthly extended meetings 1.30 – 4.30pm.

### Opening hours:

- Monday, Tuesday, Wednesday & Thursday, 0815 to 1715
- Friday, 0815 – 1315
- In addition it is expected that staff will “tune in” at the beginning and “tune out” at the end of each day.

### Training

The Secret Garden has an on-going commitment to personal and team development. We try where possible and within financial constraints to ensure all staff have equal opportunity in developing the skills needed to enhance their professional and personal capacities. The role holder will be expected to engage fully with these opportunities.

**The organisation is made up of:**

- Volunteer Directors, who support the overall running of the Secret Garden
- Care Manager (also the Lead Practitioner in the woods) oversees all activities within the woods and office and ensures legislative requirements are upheld
- Senior Practitioners, support all woods staff with roles and responsibilities
- **Woods Practitioners**, Sessional Practitioners & Volunteers support the children and their learning in the woods
- The Administration Manager provides administrative support to the woods staff and is the primary contact for parents
- Training Facilitator, facilitates training opportunities and mentoring