



The Secret Garden Outdoor Nursery

Job description:

Sessional Woods Practitioner

Hourly rate: £13.45/hour (reviewed annually)

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/carer communication. The post will be based in the woods.

The role holder will need to:

- be registered with SSSC as a practitioner in the day care of children services (you have 3 months to apply to register from your start of employment if you aren't already registered with them).
- Or be registered with the GTC
- Or have, or be working towards, a qualification which is recognised for such registration by the SSSC.
- Adhere to the Codes of Practice as set out by the SSSC.
- have PVG Membership.

Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> ● communicate effectively with all staff, children, families ● be able and comfortable working in an outdoor environment in all weathers ● have a readiness to reflect upon and modify own practice ● Have a willingness to take responsibility for one's own learning and continuous professional development including deepening knowledge of the Spirals 	<ul style="list-style-type: none"> ● Bushcraft skills and knowledge ● Nature connection ● Mindfulness ● Have a level of fitness suited to working in an outdoor environment; carrying rucksacks

	and walking on uneven terrain
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Line Management: the role holder reports to the Care Manager

Nursery operating hours (children in 8:30-17:00 and 08:30-13:00)

- Monday to Thursday, 0815 to 1715 total 9 hours per day
- Friday, 0815 – 1315 total 5 hours
- Monthly Friday meetings (3 hours from 13:30) as per meeting schedule

Your working week

- Your working week will vary over Monday-Friday and could be 1 day per week up to 3 days per week. Some weeks may have no sessional shifts available. Dates of work will be agreed with you in advance. You may be asked if you are available to cover shifts on very short notice in cases of unexpected staff absences.

Key Accountabilities/Tasks

The main roles and responsibilities of this post are as follows:

- to ensure that children are safe and secure
- to ensure all policies are understood and followed
- to develop familiarity with Nature as Teacher Curriculum (aka Spirals) and its relationship to Curriculum for Excellence
- to communicate effectively and clearly with team members
- to contribute to nursery, curriculum and policy development
- to evaluate and continue to develop own professional knowledge, skills and expertise
- To take responsibility for one's own learning and continuous professional development including deepening knowledge of the Spirals
- To engage with mentoring support offered by senior staff
- Keep up to date with weekly nursery emails

Other Tasks you may be asked to support with

- Support the continuing development of the Policies and Procedures, and other documents such as the Staff Handbook
- Support the responses to the Care Inspectorate, Education Scotland and Fife Council yearly inspections
- Support the internal appraisal of the service the nursery aims to deliver
- Support the meeting of the nursery's improvement plan

Meetings:

- Staff Meetings: monthly extended meetings 1330 – 1630, (timings may vary). You may be asked to join additional Staff meetings for which your attendance will be paid.
- Occasional Team Meetings: for staff and Directors, you will be paid for attending
- AGM: welcome to attend on voluntary basis
- Social Event: welcome to attend on voluntary basis

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.

- Staff Training week (2-5 days during the week before schools return in August).
- In-service days (2 per annum)
- Monthly staff meetings also include a training element.

The Secret Garden is a limited company.

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
- Administration Manager provides administrative support to the woods staff and is the primary contact for families
- Business and Systems Lead
- Woods staff: Senior Practitioners, Practitioners, **Sessional Practitioners**, Students & Volunteers support the children and their learning in the woods
- Training Facilitator: runs training workshops for staff and visitors, also facilitates staff mentoring programme.