



Job Description

School:	Bradstow School
Post Held:	Farm Project Co-ordinator
Salary Scale:	Scale 6
Hours:	37 hours per week, all year round
To Whom Responsible:	Deputy Headteacher

Aim of the Post:

Under the direction of the Deputy Headteacher the Farm Project Co-ordinator will be responsible for leading in the area of Horticulture, and supporting class based colleagues, whilst working with the pupils in groups or 1:1 situations, and also as part of the pupils' work experience programme. The main focus of the post will be the ongoing development of the external horticultural elements of the school's learning resources i.e. the school farm and allotment.

Duties Comprise:

- Having direct responsibility, under the supervision of the Assistant Headteacher, for the development of the farm and allotment projects, their maintenance and environment.
- Responsibility for the preparation for planting with the students i.e. ordering and identifying resources, organising rotation and identification of crops and plots, growing plants from seeds etc. on the farm and allotment.
- Overseeing and managing mini-enterprise schemes relating to work related learning in association with the farm and allotment e.g. the sale of produce or the co-ordination of projects with local employers or other local schools.
- Working co-operatively with other support staff and taking guidance from teaching staff in relation to the behaviour management and communication of pupils and individual learning outcomes, and to implement aspects of the pupil's educational programme on an individual or group basis.
- Supporting and co-ordinating programmes e.g. ASDAN and Work Related Learning, for individual and groups of pupils in relation to 'on-site' work experience on the farm and the allotment.
- Recording and maintaining documentation relating to work experience and liaising with other work experience co-ordinators where appropriate.

- Supporting colleagues in maintaining individualised behavioural programmes for young people and safeguarding their health and safety. Completing risk assessments relating to the farm, allotment and associated activities when required.
- Implementing, delivering and evaluating written educational programmes and individual learning outcomes devised in conjunction with the class teacher, and contributing to the written records of progress where appropriate e.g. Work Experience Diaries, evaluations, assessment and collecting evidence towards outcomes for young people in line with whole school assessment processes and evidence for learning etc.
- Contributing to staff development/training in relation to horticulture across the school e.g. induction.
- Developing individualised programmes for young people who may access the farm/allotment as part of their daily schedule.
- Developing enterprise projects on the farm/allotment (e.g. horticultural projects creating items that may be given as gifts/sold at the Christmas and summer fayres etc.)
- Working as a co-operative member of the non-class based enhanced curriculum team, providing support to colleagues when staff levels require and on occasion, supporting pupils in class or at lunchtime.
- Participating in whole school staff development programmes including Positive Behaviour Support and Active Support, and other In-Service training provided by the school.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.



Person Specification

Qualifications and Experience

1. Training, interest and/or experience relevant to working with children with autism and/or severe learning difficulties.
2. Interest and experience in supporting staff and pupils in an agricultural/horticultural context.

Knowledge

3. Interest and skills in handicrafts relating to horticulture.
4. A willingness to learn strategies for teaching/working with pupils with autism and learning difficulties.

Abilities and Skills

5. Aptitude for working with vulnerable young people.
6. Demonstrable excellent interpersonal skills.
7. Flexible approach.
8. Physically fit and used to working outdoors in all seasons.
9. Willing to achieve required standards in SCIP procedures within six months of joining the school.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.