



St Stephen's
CHURCH OF ENGLAND PRIMARY SCHOOL

Applicant Pack

Outdoor Learning Specialist Teaching Assistant
September 2025



Welcome

Thank you for your interest in this vacancy at St Stephen's Church of England Primary School.

We are a happy, inclusive school, driven by our vision for a society transformed by a generation of young people who are passionate about serving others through acts of goodness.

St Stephen's provides primary education, serving families in Preston city centre and the surrounding area. Located in an expansive setting in Broadgate, we are just a short walk from Avenham and Miller Parks, Preston Railway Station, Winckley Square, and the River Ribble. We are delighted to admit 45 children each year. We are also home to St Stephen's Preschool – a popular, well-resourced Early Years setting for children from 3 to 4 years old.

We are proud of our diversity and the richness this brings. At St Stephen's, everyone is welcome and feels a deep sense of belonging. Visitors often comment on the strength and authenticity of the relationships between all members of the school family – we are a school where children from all backgrounds flourish together in community.

Our school pursues a deeply Christian and inclusive vision and mission. **We believe that all members of St Stephen's CE Primary School can 'Aspire to Greatness' and that we are born to make a difference in God's world.** This is captured by our motto (Aspire to Greatness) and is taught through our school values. Children at St Stephen's understand that living a life of 'greatness' means living a life of 'goodness' - serving others through good deeds and transforming society with love. We want children who leave St Stephen's to be passionate about serving God and transforming communities through acts of goodness.

To fulfil this ambition, we rely on our culture of togetherness. As a team and school family, we actively seek to serve one another. We learn together through a broad, challenging curriculum. We grow together in faith, wisdom and character. We struggle and face challenge together. We celebrate and succeed together. All this, we do joyfully. **St Stephen's is an exceptionally happy place to be.**

If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.



John Coxhead
Headteacher

Vacancy details

Job role:	Outdoor Learning Specialist (Teaching Assistant)
Location:	St Stephen's CE Primary School, South Meadow Lane, Preston
Working pattern:	31.25 hours per week
Contract:	Permanent, Term-Time Only*
Salary:	TA3 (Grade 6), £27,269 to £31,067 pro rata
Start date:	September 2025 (or sooner if possible)
Application closing date:	Thursday 1 st May 2025 (midnight).

**There is the potential for optional additional hours during school holidays to deliver Forest School holiday activity programmes for primary aged pupils.*

An exciting opportunity to inspire young learners through outdoor education

Are you passionate about outdoor learning and early years education? Do you believe in the power of nature to nurture curiosity, resilience, and confidence in young children? If so, this could be the perfect opportunity for you!

St Stephen's Church of England Primary School is seeking an **Outdoor Learning Specialist Teaching Assistant** to join our caring and friendly school team. This is a unique role for a forward-thinking and enthusiastic individual who wants to help shape the future of our preschool provision and support our journey towards **Forest School accreditation**. You will also help support our school as it journeys towards **OPAL (Outdoor Play and Learning)** accreditation to enhance provision for play at break/lunchtimes.

Why Join St Stephen's?

St Stephen's is a warm, welcoming, and ambitious school where everyone is valued, cared for, and encouraged to learn and grow. We are a happy team and love our work.

We are **intentional about culture**, ensuring that we do all we can to enable our staff to flourish as professionals. Our organisational principles guide everything we do as a staff team:

- **We value everyone** – Every voice matters, and the achievements of all are celebrated.
- **We care deeply** – We insist on the highest standards while showing compassion for the children and families we serve.
- **We learn** – We embrace change and actively seek opportunities for growth.
- **We have integrity** – We are honest, ethical, and accountable.
- **We are a family** – We support, encourage, and lift each other up.

About the Role

This role is perfect for someone who is eager to champion outdoor learning and play a key part in creating a **rich, inspiring, and hands-on** learning environment for our youngest children. You will:

- Work closely with the preschool team to plan and deliver high-quality **outdoor learning experiences** aligned with the Early Years Foundation Stage (EYFS) framework.
- **Lead and support Forest School sessions**, using our fantastic outdoor spaces to foster children's creativity, independence, and problem-solving skills.
- Be instrumental in the school's journey towards **Forest School accreditation**.
- Support children's personal, social, and emotional development through outdoor exploration.

- Promote positive outdoor play and **oversee outdoor learning provision at lunchtimes** across the school (supporting the school's journey towards **OPAL accreditation**).
- Help develop and maintain our outdoor learning areas and resources.
- Engage with parents, carers, and staff to promote the benefits of outdoor learning.
- Have the opportunity to work **additional hours during school holidays** to deliver **Forest School holiday activity programmes** for primary-aged children.

Who Are We Looking For?

We are seeking a dedicated and enthusiastic individual who:

- Holds a **Level 2 or Level 3 Forest School qualification** (or is willing to work towards one).
- Has experience working with young children in an educational setting.
- Is passionate about outdoor learning and understands its impact on child development.
- Is creative, resourceful, and confident leading activities in an outdoor environment.
- Can build strong relationships with children, staff, and parents.
- Embraces our school's values and wants to be part of an **ambitious, supportive, and forward-thinking team**.

We encourage potential applicants to arrange an informal conversation with the Headteacher prior to applying. See below for further information.



Arranging a visit or conversation

We strongly encourage potential applicants to contact us before applying.

To arrange an informal conversation about the position with the Headteacher, Mr John Coxhead, or to arrange a visit to the school, please contact the School Business Manager (Louise Holloway) by emailing sbm@st-stephens.lancs.sch.uk.

Applications

All applications **must be submitted online** via the Department for Education's [Teacher Vacancies](#) website. Applications submitted by email or post will not be considered.

Your application includes a **short statement about your skills, abilities, and experiences**. Please explain your suitability for the role (as set out in the Person Specification).

Your statement should be no longer than 500 words.

If you have questions about how to complete your application using the online form, please contact the School Business Manager on sbm@st-stephens.lancs.sch.uk (or 01772 556306).

The closing date for applications is **Thursday 1st May 2025** (midnight).

Interviews will take place during early May 2025 (dates TBC).



Person specification

Requirements	Essential (E) or Desirable (D)
Working in a Church of England school	
A commitment to the vision of the school.	E
Qualifications	
Relevant Level 3 qualification.*	E
Forest School qualification (Level 2 or 3), or a willingness to work towards this.	E
Experience	
Experience of working with children in an educational setting.	E
Experience of leading or supporting outdoor learning activities, preferably within an Early Years or Primary setting.	E
Experience of working with children with additional needs.	D
Experience in delivering or supporting holiday activity programmes.	D
Knowledge, skills and abilities	
Passion for outdoor learning and commitment to Forest School principles.	E
Ability to plan, deliver, and assess outdoor learning activities.	E
Strong communication skills and ability to build positive relationships with children, staff, and parents.	E
Knowledge of EYFS and strategies to support learning through play.	E
Ability to maintain a safe, engaging outdoor learning environment.	E
Willingness to engage in further training and professional development.	E
Professional qualities / Other	
Commitment to safeguarding and promoting the welfare of children.	E
Ability to work flexibly as part of a team.	E
Excellent attendance record.	E

*We are open to applications from candidates with Level 3 qualifications in childcare/education, or Level 3 outdoor learning qualifications (e.g. Level 3 Certificate for Forest School Leaders).

Job description

[**Note:** This job description is not part of a contract of employment. It has been prepared only for the purpose of school organisation and may change.]

Post Title: Outdoor Learning Specialist Teaching Assistant

Grade: Grade 6

Staff Responsibility: No

Essential Car User: No

Scope of Role:

The Outdoor Learning Specialist Teaching Assistant will work collaboratively with the teacher to support the personal, social, and curriculum-related needs of pupils, with a particular emphasis on outdoor learning and Forest School principles. The postholder will play a key role in supporting the school's vision for outdoor education, particularly in the preschool setting, and will contribute to the wider development of outdoor learning opportunities across the school.

The role will involve planning and implementing teaching and learning activities in an outdoor environment, supporting the delivery of Forest School sessions, and fostering a love of nature and outdoor exploration among pupils. The postholder will also support lunchtime outdoor play and learning and assist in the development of the school's outdoor learning spaces.

Additionally, there may be opportunities to work additional hours during school holidays to lead and deliver **Forest School holiday activity programmes** for primary-aged children.

In addition to the following duties, the postholder may be required to undertake any duties normally associated with a Teaching Assistant post.

Accountabilities/Responsibilities:

Support for Pupils:

- Work collaboratively with the teacher to plan, develop, and evaluate outdoor learning activities, ensuring they align with the Early Years Foundation Stage (EYFS) framework and Forest School principles.
- Deliver outdoor learning activities to individuals and groups of children, promoting engagement, resilience, and confidence in outdoor settings.
- Support children's personal, social, and emotional development through outdoor experiences, fostering independence, teamwork, and problem-solving skills.
- Assist in monitoring and assessing children's progress in outdoor learning, providing feedback to the teacher and contributing to reports as required.
- Promote the health, safety, and welfare of children in outdoor environments, following risk assessments and ensuring best practices in outdoor education.
- Provide support for children with additional needs, ensuring they can fully engage in outdoor learning activities.

Support for the Teacher:

- Assist in planning and preparing outdoor learning sessions, including setting up and maintaining outdoor learning areas.

- Support the teacher in managing behaviour and engagement in outdoor environments, implementing positive behaviour strategies.
- Help with the organisation of resources, including the maintenance of outdoor learning equipment and Forest School tools.
- Liaise with parents, carers, and external agencies to promote the benefits of outdoor learning and Forest School approaches.
- Support trips and visits that enhance outdoor learning experiences.

Support for the School:

- Promote a culture of outdoor learning across the school, supporting the development of outdoor provision beyond the preschool setting.
- Assist in the supervision of outdoor play and learning activities during lunchtimes, ensuring a safe and stimulating environment for all pupils.
- Contribute to whole-school initiatives that enhance outdoor education and environmental awareness.
- Attend training and professional development related to Forest School and outdoor learning.
- Work within school policies and procedures, including those related to safeguarding, health and safety, and equal opportunities.

Support for the Curriculum:

- Deliver the OPAL programme at break/lunchtimes.
- Deliver activities that support the integration of outdoor learning into the wider curriculum, enhancing pupils' learning experiences in subjects such as science, literacy, and maths.
- Use ICT where appropriate to support outdoor learning and record/share pupils' achievements.
- Assist in the development of the school's outdoor learning spaces to create stimulating, sustainable environments for learning and play.

Working at St Stephen's

We are intentional about creating a culture that enables our staff team to thrive. We have principles that we live by as a team. These inform everything that we do.

Our principles:

We value everyone

Everyone is welcome and everyone is cherished. We trust each other and respect each other. We appreciate and celebrate each other, sharing credit for our successes and achievements. Everyone's voice matters, irrespective of position or experience.

We care deeply

Our work matters – we care deeply about what we do. We insist on the highest standards, championing or challenging one another as required. We are passionate advocates for the children and families we serve. Above all else, the children in our care must know that they are loved and cherished.

We learn

We are pioneers, taking ownership and moving quickly to pursue excellence every day. We embrace change, actively seeking opportunities to learn and grow. As we move forward, we learn from each other and learn from our mistakes.

We have integrity

We are honest, ethical, and guided by a strong moral compass in everything we do. We own our mistakes and apologise when we get it wrong, remaining transparent and accountable to each other. We build trust through consistency, fairness, and doing the right thing, even when it is difficult.

We are a family

We support, encourage, and look out for one another. We find joy in our work, laughing together and lifting each other's spirits. Like a family, we face difficulties with resilience and kindness, knowing we are stronger together.

Whatever you do, work at it with all your heart, as working for the Lord.

Colossians 3: 23

Find out more about St Stephen's via our website and social media pages:

<https://www.st-stephens.lancs.sch.uk/>

<https://www.instagram.com/ststephenslancs/>

<https://www.facebook.com/ststephenslancs/>

Safeguarding statement

At St Stephen's Church of England Primary School, the welfare of children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by St Stephen's Church of England Primary School.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless St Stephen's Church of England Primary School or Lancashire County Council considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



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