



## The Farm That Helps Children and Adults Grow

We inspire, nurture and expand horizons for children and adults with special educational needs and social, emotional and mental health difficulties so that they can make the most of their potential. Whether it's linking in with South Yorkshire mainstream and special schools and colleges or working directly with families we aim to provide a structured and highly nurturing, person-centred programme tailored to helping them develop essential life skills, grow in confidence and reduce the risk of isolation. We also host residential visits for school so that they can learn in a different environment, grow in confidence, and develop bonds with peers and teaching staff. Finally, we enable college students to fulfil the practical elements of agriculture and environmental qualifications.

### JOB DESCRIPTION – Education Lead Officer

Full time 36.25hrs.

#### 1. Background

Whirlow Hall Farm is a 130+ acre mixed farm on the edge of Sheffield. It has 3 purposes:

- a. It provides the resource for much of the Trust's charitable work which is focussed on educating attendees, about the environment, farming and food.
- b. It is a place for the public to visit and enjoy, particularly at weekends and during school holidays, raising funds to support the charitable work of the Trust.
- c. It provides produce for the Trust's commercial operation to sell – either through on-site outlets, local businesses or at off-site events.

#### 2. General

We are looking for someone brimming with creativity to join our team responsible for the management, planning, delivery and monitoring of our Whirlow L.I.F.E. (Learning In a Farming Environment) programme focused on working with adult learners with a wide spectrum of additional learning needs and disabilities.

The successful applicant must be dependable as this will be a key role within the department. They must also love being outdoors and possess the enthusiasm to continually develop and deliver a wide range of practically focussed activities and the inquisitiveness to explore our learner's capacity for growth.

This programme runs five days a week, except bank holidays, fifty weeks of the year. We currently provide 10 places a day with a cohort of 27 adults attending throughout the week. We work to a ratio of five learners to one member of Whirlow staff however, group sizes are generally larger as 70% of our cohort attend with at least one personal assistant. There are also a small number of volunteers who provide additional support through the week and we have visiting students from the local universities who attend on placement throughout the year. It is therefore essential that the post holder can manage the sessions to maintain a stimulating, controlled and safe environment. Emotional resilience and patience will be key strengths to enable you to work successfully with our learners.

You will be on your feet most of the day engaging in a wide range of physical activities many of which will be outdoors in our unique farming environment. It is therefore essential that you are physically capable and have experience and skills that can be applied to develop meaningful learning experiences that meet our cohorts' individual abilities. The practical aspects of our programme currently focus on

animal care, horticulture, cooking, life skills, conservation, arts and crafts and wider outdoor education and confidence building activities. We are particularly interested in someone with experience in and a desire to plan and deliver a range of art and craft enterprise projects aimed at showcasing our learner's creative spirit.

Experience working with additional needs would be desirable but not essential should the applicant have requisite transferrable skills and experience. Whilst we don't expect applicants to be experienced in all the practical aspects of our programme, we do expect them to be highly motivated to develop these skills and to feel confident leading groups as quickly as possible. Training on all aspects of the farm will be provided where there are gaps in experience.

Whilst the post holder will be primarily working on our adults programme, they may be expected to support our secondary programmes if the need arises.

### 3. Line Management

- a. The post holder is responsible to the Head of Education & Development.
- b. The post holder is responsible for the management of volunteers and personal assistants within sessions.

### 4. Duties

The post holder will, in accordance with legislation and the Trust's policies, be responsible for the following:

- a. Management and delivery of sessions for adults with Additional Learning Needs and disabilities.
  - i. As part of the team, continually develop, plan and deliver a varied programme of engaging activities for all our service users.
  - ii. Develop craft-based enterprise initiatives that showcase the service users talents.
  - iii. Develop and maintain supportive working relationships with family, carers.
  - iv. Organise various events through the year to engage families.
  - v. Run occasional overnight residential experiences for small groups.
  - vi. Engage with inhouse assessment protocols ensuring all service user needs are being met and that any stretch and challenge activities are appropriate to the individual.
  - vii. Liaise with head of education, external organisations and practitioners to ensure on-going therapeutic work can be conducted on-site: speech therapists, occupational therapists, advocates, social workers, specialist instructors, Sheaf Specialist Vocational College, Sheffield City Council etc.
  - viii. Role model professional behaviour as outlined in the behaviour management policy.
  - ix. Maintain learner records to a professional standard.
- b. To continually develop knowledge and skills in areas of specialism as well as in the areas of SEND, animal care, horticulture, cooking, arts & craft, countryside skills, and general outdoor education activities to integrate into and enhance daily sessions.
- c. Participate in meetings as required by Head of Education.
- d. Attend occasional farm events both on and off site.
- e. Within capacity deliver sessions on other programmes where required.
- f. Within capacity support, Fund Raising, Commercial operations, Farm team.



5. Work routine

Normal working routine will be 8:45am and 4:30pm, Mon-Fri (inclusive) and on a full-time basis. You will be required to attend at least one weekly education team meeting. We understand that many applicants will not have experience working on a farm. Full training will be given on an as needs basis. Delivery hours are between 9:30am and 3pm. Whilst core hours will be prescribed in the Contract of Employment, a degree of flexibility will be required in order to meet your obligations and to participate in occasional weekend events.

6. Trust's values

The post holder will be expected to be a leading example of the Trust's values:

- a. Friendly.
- b. Optimistic.
- c. Enterprising.
- d. Inspiring.
- e. Inclusive.

The post also requires high levels of:

- a. Self-motivation, reliability, and management.
- b. Strong organisational and prioritising skills.
- c. A willingness and ability to work with a wide variety of staff, support workers and volunteers.
- d. Enthusiasm and positivity in promoting the Trust.

Person Specification	Essential	Desirable
<b>1. Experience</b>		
• Delivering educational sessions to groups	✓	
• Working with adults with SEND		✓
• Arts and crafts background	✓	
• Enterprise/entrepreneurial experience		✓
• Delivering outdoor education/learning		✓
• Delivering life-skills		✓
• Experience of working to quality processes including lesson planning and evaluation		✓
• Experience of defining individualised outcomes, monitoring and recording learners achievements	✓	
<b>2. Qualifications</b>		
• Qualifications relevant to post description	✓	
• SEND Specialism or similar educationally focused qualification		✓
• Level 3 TA or HLTA qualification or similar		✓
<b>3. Core Skills</b>		
• Enthusiasm, drive and confidence to deliver innovative outdoor and indoor learning which effectively engages, motivates and inspires target groups ensuring they are maximising their potential	✓	
• Demonstrates excellent planning and coordination skills	✓	
• Confidence in working with animals	✓	
• Able to work effectively with personal assistants and volunteers – ensuring they feel welcome and engaged, and leave with a positive image of the Trust	✓	
• Has the imagination and organisational skills to plan events, activities and themes: To use the farm to it's full advantage.	✓	



Person Specification	Essential	Desirable
• Able to communicate effectively with others through speaking, listening, reading and writing skills	✓	
• Able to promote the work and attractions of the Trust	✓	
• Able to work as part of a broader Team	✓	
• Ability to solve problems	✓	
<b>4. Personal attributes/competencies</b>		
• Friendly and welcoming – a people person	✓	
• Well organised and able to organise the work of others	✓	
• Reliable and determined	✓	
• Enthusiastic, imaginative and self-motivating	✓	
• High personal standards of work and presentation	✓	
• Awareness of the need to safeguard children, young people and adults with vulnerabilities	✓	
• Awareness of health and safety/EHO regulations	✓	
• Awareness of equal opportunities		✓
• A positive and genuine commitment to the work the Trust	✓	
• Proficient in general use of MS Word and Excel and Outlook		✓
• Clean driving licence		✓
<b>5. Training</b>		
• Evidence of on-going commitment to continual professional development. Considers themselves a lifelong learner.	✓	
• Willingness to undertake staff development and training as required	✓	
<b>6. Physical Make-up</b>		
• Able to undertake all aspects of the role that could not be accommodated by reasonable adjustments	✓	
<b>7. Circumstances</b>		
• Able to support other Trust activities necessary		✓

### Conditions of service

Office hours are 08:45 – 16:30. Some evening and weekend work is necessary.

Salary will be to a maximum of £25,137.00 and based on qualifications and experience.

Contract is permanent but subject to a six-month probationary period.

The Trust operates a private pension scheme.

25 days holiday plus bank holidays.

To apply for this position please send your up-to-date CV and covering letter relative to the job specification to [education@whirlowhallfarm.org](mailto:education@whirlowhallfarm.org).

Applications without a covering letter will not be considered.

Closing: 9pm on 16<sup>th</sup> February 2024

Interviews: 26<sup>th</sup> February 2024