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| **Beannachar Camphill Community** | A Training Centre for Young Adults with Special Needs Beannachar√, South Deeside Road, Banchory-Devenick, Aberdeen AB12 5YL |  |

**JOB DESCRIPTION**

*HEAD OF CARE*

**Role Summary (Job Purpose):**

Working directly with the House Coordinators in the four house communities at Beannchar, the Head of Care will hold the overall operational responsibilities for the care and support arrangements of Beannachar students. As a member of the Senior Management Team (SMT), the Head of Care will work in partnership with the other members of the SMT in upholding Beannachar’s ethos and values, and share responsibility for Beannachar’s strategic direction.

**Summary of Main Responsibilities:** *the Head of Care will…*

* Supervise, support, and lead the House Coordinators in their role in maintaining and developing Beannachar’s care services.
* Lead the House Coordinators Team in their task of maintaining Beannachar’s high standards of care and in implementing its strategic plans.
* Be responsible for meeting all regulatory requirements and ensuring compliance with the SSSC’s Codes of Practice and Health and Social Care Standards.
* Ensure compliance with Beannachar’s Policies and Procedures, and review and update these with other members of the SMT as required.
* Ensure good and timely communication with all external stakeholders.
* Actively seek referrals, process student admissions and arrange trial placements for day and residential students, ensuring that any and all vacancies are filled within agreed time frames.
* Actively ensure that staffing levels are sufficient and resilient enough to meet the care and support needs of all of Beannachar’s students.
* Ensure that the Camphill ethos is embedded in all operational aspects of community life.
* Keep abreast of best practice and emerging research to support people with learning disabilities.
* Be responsible for monitoring safeguarding and ensuring that any incidents are managed and recorded effectively in line with local authority guidelines.
* Ensure that all employees and co-workers in Beannachar’s care teams are trained for their roles and responsibilities and have access to appropriate learning and development opportunities.
* Ensure that the support needs of students are resourced with the appropriate number of suitably skilled, experienced and qualified staff and co-workers.
* Work at all times collaboratively and constructively with colleagues and teams at Beannachar and lead by example.
* Represent Beannachar’s aims and objectives, culture and ethos professionally and in a leadership capacity to all stakeholders, within and outwith Beannachar.

**Indicative Task Summary**: *the Head of Care will…*

* Chair and lead Care Team Meetings (House Coordinators) on a weekly basis, ensuring effective communication between the House Coordinators and the SMT.
* Create and maintain staffing rotas for the residential houses, ensuring that any gaps are identified and covered in a timely manner.
* Support and Supervise individual House Coordinators in their house planning, student assessment, and report writing as necessary, including to regularly review Support Plans and risk assessments.
* Attend any and all relevant internal and external meetings in the capacity of Head of Care, SMT member and Beannachar Community member. These meetings include Council (Trustee) meetings, SMT meetings, Beannachar Meetings, Internal and External Reviews of student placements, Care Team meetings and meetings with wider Camphill bodies, Social Service departments and Commissioning bodies.
* Maintain resident and day placement target occupancy as agreed in the strategic plan and in line with care registration by actively engaging with local commissioning bodies, Social Work departments, local SEN schools and other Camphill Communities, ensuring that student referrals are proactively sought, processed and vacancies filled.
* Carry out care and support assessments in order to establish that fees, support contracts and staffing cover are delivered appropriately.
* Arrange Annual and Internal Reviews of students on a 6 monthly basis, ensuring that these are prepared, communicated, and reports sent out in a timely manner.
* Advise and support House Coordinators and staff/co-workers in residential houses to best meet the needs of students and advance the goals set out in their Support Plans.
* Prepare management reports as required for the Board of Trustees.
* Ensure compliance with the Care Inspectorate with regard to any issues arising, and ensure that any recommendations are actioned in a timely manner.
* Monitor household budgets ensuring the efficient use of resources.
* Support and participate in cultural and social events at Beannachar.
* Perform any other task, duties and responsibilities which may be required from time to time in order to fulfil the role of Head of Care and meet the aims and objectives of Beannachar Camphill Community.

**Accountability statement**: *the Head of Care…*

* Reports to—the SMT Team Leader (Registered Manager)
* Is responsible for—the House Coordinators
* Works with—the Senior Management Team

**Job Specifications**:

* 40 hours per week flexible working not including ad hoc out of hour on-call duties.
* 32 days annual leave entitlement per annum
* Salary--£31,000 to £35,000 depending on experience and qualifications
* 6% employer pension contribution

**Person Specifications**:

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|  | **Essential** | **Desirable** |
| Educated to degree level or equivalent | √ |  |
| Professional qualification in Social Work or Nursing |  | √ |
| Registered Managers Award, or willing to work towards | √ |  |
| Operational experience at senior level in a Social Care setting | √ |  |
| Experience of compliance with external regulatory bodies | √ |  |
| People management and leaderships skills and experience | √ |  |
| Experience of working within the Voluntary Sector |  | √ |
| Direct experience of working with people with learning support needs | √ |  |
| Knowledge and/or experience of Camphill ethos and values |  | √ |
| Direct experience of working with Local Authority Contracts and Fee negotiations |  | √ |

**Personal Attributes**: *the Head of Care will be…*

* Supportive of the ethos and values underpinning Camphill communities.
* Able to lead and motivate diverse teams.
* A strong and influential communicator, both orally and in writing.
* An engaged and active Team Player, able to build rapport, trust and confidence.
* Able to be flexible with working times.
* Able to respond to changing priorities and community needs.
* in possession of a clean driving licence.