



BEANNACHAR CAMPHILL COMMUNITY

Workshop Leader Job Description

Title of Post:	Leather Workshop Leader
Place of Work:	Beannachar Camphill Community South Deeside Road, Banchory-Devenick, Aberdeen AB12 5YL
Responsible to	Day Service Manager
Responsible for:	Groups of a minimum of 3 students with additional and complex support needs and their support workers where one to one support is indicated.
Key Relationships	Other workshop leaders and House Coordinators
Hours of Work:	32 Hours during the working week of Monday to Friday with hours between 9-5pm.
Annual Leave	Pro rata - 6.4 weeks per year (refer to Terms and Conditions for required leave periods).
Pay:	£11.55/hour

Background: About Beannachar's Day Service

Beannachar is a working community with everyone, students and staff, contributing to the day to day work necessary for maintaining our mutual interdependence, pride in achievement, and our sense of belonging to something bigger than ourselves while recognising our own, irreplaceable part in that picture underpins our ethos and values.

Having work is an inalienable right of existence, which imparts a sense of dignity, inclusion and purpose to all who are able to access it. Enabling everyone to participate in our day-to-day work is a recognised strength of our provision.

The day programme comprises a wide variety of workshop placements which run from Monday to Friday. The primary purpose of our workshops is to provide a meaningful work experience, where the young adults we support also contribute to the community they live/work in and this creates a sense of achievement and togetherness

The Workshop leader role will also support and foster meaningful (work) experiences to allow students to build confidence and to have the resilience to help them in the process of self-discovery aimed at helping them to resolve conflicts and problems, develop interpersonal skills, develop the range of emotional experiences, increase their self-esteem, self-confidence and self-awareness.

The hours of work reflect 5 different aspects of the role:



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- 1) 1-1 sessions with students
- 2) Group sessions with students
- 3) Preparation/Planning time prior to the workshop sessions
- 4) End term/review workshop report writing
- 5) Attendance at reviews etc. when required

Purpose of role:

- To plan, prepare and deliver learning and work activities as part of Beannachar's Day Service 'learning for life and work' programme
- Additional points specific to the work area.

Key Responsibilities:

Leather workshop Responsibilities

- Ensure the effective use resources
- Contribute to development and ensure implementations of sound environment and ecological practices
- Support the regulatory framework such as Health and Safety and guidance required for safe and efficient running of the workshop

Responsibility for Students and Student's learning

- To create a warm and welcoming work environment.
- To plan, prepare and deliver appropriate workshop activities according to their needs.
- To promote the mental, physical, social and emotional development of students.
- To receive referrals via Day Services Manager.
- To develop and maintain a good working relationship with students.
- To assess the needs of those students referred, via the use of the referral and the outcomes framework.
- Develop a plan of learning and support through Leather workshop experiences using the methods and approaches most likely to meet the needs established.
- Monitor, on a regular frequency, the impact that the learning and support is having.
- Support students to achieve their outcomes including any internal awards they choose to engage with
- Keep legible written records on the learning and support being provided, the observed changes and the outcomes over time.
- Attendance at, and reporting to, any relevant review meetings.



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- Completion of work reports which identifies inputs, outcomes and impact from the learning and support provided.
- Informal/formal communication with parents, house residential staff, GP, workshop leaders and others, as appropriate (e.g., social workers).

Health and Safety Responsibilities

- Ensure all reasonable precautions are taken to provide for the safety of students attending workshop sessions.
- Carry out risk assessments and ensure that a safe working environment is maintained.
- Ensure all health and safety policies/procedures are in place, explained to participants, and strictly adhered to.
- Ensuring management of tools, equipment and any other assets.
- Contribute to overall risk registers for the whole service
- Ensure compliance with Cook Safe Food Safety standards.

Communication, teamwork and organisational duties

- Support the Beannachar Camphill ethos.
- Support students to participate in Beannachar seasonal cultural and social events.
- Regular attendance at Day Services meetings (a minimum of 80% attendance is expected).
- Offering and receiving peer support from other workshop leaders.
- Preparing for 1-1 supervision sessions with Line Manager.
- Provide supervision to workshop assistants as agreed with your line manager if needed.
- Attend relevant training sessions, seminars and conferences .
- Support fundraising and income generation activities.
- Work as a team to provide cover for annual leave and sickness of other workshop leaders to keep the day service operational and safe.

Safeguarding

- Ensure that work undertaken to safeguard young adult students is effective and consistent with the policies, procedures and protocols of Beannachar
- The post holder will be required to hold or obtain PVG membership for work with vulnerable adults

Other

The post holder will be required to register with the Scottish Social Care Council (SSSC) and meet social care qualifications requirements (SVQ 3 Health and Social Care) within 5 years of registration.



Person Specification

Essential:

- Experience in using practical knowledge of leather work and related skills.
- Relevant qualification within craft/workshop discipline.
- Experience of providing one to one learning and support to young people and young adults.
- Knowledge/evidence of working to outcome frameworks and making a difference through learning/support/interventions.
- Evidence of excellent report/case note writing and recording.
- Evidence of excellent verbal communication skills
- Ability to work patiently and empathetically with the young adults we support
- Able to self- reflect and amend practice as appropriate in light of learning

Desirable:

- Social Care qualifications (SVQ 3).
- Certificates or CPD relevant craft skill set.
- Working knowledge of the education of and support processes for young adults with additional support needs.
- Knowledge/Experience of the ethos, values and principles associated with the Camphill movement

Skills and Knowledge:

- Having a high-level relevant craft skill set.
- Knowledge of relevant health and safety legislation and practice.
- Knowledge and skill in the traditional craft.
- Protection of Vulnerable Groups knowledge and understanding

PERSONAL QUALITIES AND APTITUDES:

- Highly motivated to make a difference to our cohort of residential and day students and to contribute to the life and rhythm of the community.
- Good communication and interpersonal skills and ability to work well as part of a team.
- Ability to work in a patient, flexible and non-judgmental manner.
- Self-reflective, self-aware and able to give and accept feedback.
- Enthusiasm for teaching arts and crafts.
- Be aware of, and manage, risk both to the student and him/herself.
- Accept personal accountability.



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- Ability to manage change and recognise impact of change on our students and support them to manage this.
- Possessing a compassionate, tolerant, non-judgemental and lightsome disposition.