



BEANNACHAR CAMPHILL COMMUNITY

Job Description

House Team Leader

Title of Post:	House Team Leader
Place of Work:	Beannachar Camphill Community South Deeside Road, Banchory-Devenick Aberdeen AB12 5YL
Responsible to	Reports to the House Coordinator and the Assistant House Coordinator
Responsible for:	leading a shift, supporting students, and leading staff, co-workers, and volunteers.
Hours of Work:	40 hours per week including some evenings and weekends
Annual Leave	32 days inclusive (refer to Terms and Conditions for required leave periods).
Pay:	£22,256 (£428 per week). Reviewed annually and at the discretion of Beannachar Camphill Community.

Purpose of role:

House Team Leaders (TLs) are integral to a well-performing senior team. They will lead shifts and will do so, ensuring that all the quality standards and values associated with the house are met by the team members that are on duty with them.

This is a key role as it provides the opportunity to work directly with students and to provide on the job coaching for staff at the same time. TLs are expected to be role models for other members of the team, in providing best quality care practice. TLs will also contribute to the student's Personal Support Plans and the Performance Management of the staff team.

Key Responsibilities:

1. Be responsible for the safety, well-being, and welfare of the residential, and other students in the house.
2. Be responsible for ensuring that all aspects of the care provided to the students complies with agreed and established standards at Beannachar and is in accordance with best professional practice.
3. Ensure the Policies of Beannachar and the standards of the SSSC and Care Inspectorate are upheld in line with best professional practice, paying particular attention to the Health and Safety, Protection of Vulnerable Adults, Fire Safety and Food Hygiene policies.
4. Provide the appropriate support and management in the face of an incident, reporting and recording in line with Beannachar policy and ensuring everyone including yourself is kept safe and well.
5. Work at cooperatively and constructively with the other members of the House Team and with other staff/co-workers at Beannachar, always ensuring that, a social and therapeutic atmosphere is maintained that is open, warm, and inviting.
6. Attend all relevant in-service training as agreed with your supervisor to fulfil and develop the role of Team Leader.
7. Actively support and participate in the Beannachar Camphill Community Social and Cultural life.
8. Be flexible and willing to cover for other Co-workers and take on any additional responsibilities, within reason, should the need arise.

Key Tasks

Coordinate all tasks required of the Team Leader and team and evidence that the following are completed well on every shift:

1. Support students' participation in activities of daily living, social and leisure activities. This may be kitchen/cooking, laundry, cleaning, arts and crafts, in the house as agreed with the House Coordinator.
2. Daily meal preparation and supervise mealtimes. This involves being responsible for planning, preparing, and serving wholesome and balanced meals that meet the dietary requirements of those in the house according to the agreed menu plan.
3. Ensure that the house environment is always clean, tidy and well presented and is compliant with Infection Prevention and Control policies and protocol.
4. Accompany students to and from gatherings, workshops, and outings according to the needs of the students and the requirements of the timetable.
5. Occasionally accompany students on off-site trips to town, to appointments and on group outings.
6. Be responsible for the safe administration of medicines
7. Assist students in handling personal money and record and account for expenditure in accordance with established practice at Beannachar
8. Contribute to Personal Development Plans for the students and all related documents including Student Profiles, Support Schedules, Emergency sheets, and Work Reports.
9. Ensure daily notes, communication diaries are kept up to date and lead on start and end of shift handovers
10. Actively contribute to the process of supporting, monitoring, and recording student outcomes.
11. Attend all meetings relevant to the role of Team Leader inclusive of House Team Meetings, Work Meetings, Reviews as appropriate and any other meetings which may be necessary to fulfil the role, support the students, and staff team.
12. Perform any of tasks and duties within reason which may be necessary from time to time to fulfil the role of Team Leader and meet the needs of Beannachar Camphill Community.

REQUIRED QUALIFICATIONS / EXPERIENCE

Essential

- 1 – 2 years' experience of working with additional support needs (children and/or adults)
- SVQ Level 3 in Health and Social Care (or working towards a suitable qualification to meet SSSC requirements)
- SSSC registration with/without conditions
- PVG membership for work with 3 vulnerable adults
- Have current Protection of Vulnerable Groups knowledge and understanding

Desirable

- Further professional development or training in social pedagogy or education, e.g., SVQ level 3 or higher, social pedagogy or education based training
- Previous working/volunteering experience in a Camphill setting
- Hold a clean and current driving licence

PERSONAL QUALITIES AND APTITUDES

- Demonstrate a warm and flexible attitude
- Can work well within a team and independently as needed
- Demonstrate good communication skills with people at all levels within the organisation, with visitors and parents/external professionals

- Be aware of, and manage, risk both to the student and him/herself
- Be open to change
- Be willing to learn and share
- Accept personal accountability