



JOB DESCRIPTION

- Title of Post:** Temporary Workshop Leader
- Responsible for:** all Co-workers attached to the workshop
- Responsible to:** Beannachar Management Group

Purpose of role: to plan, coordinate, supervise and assess meaningful work for students with learning disabilities at Beannachar. In so doing, the Workshop Leader will provide goal directed training opportunities and appropriate levels of tasks according to the students needs and abilities. The Workshop Leader sets the example to all attached Co-workers with regard to carrying out tasks and working with students.

Role Summary: *the Workshop Leader will . . .*

- Plan, coordinate, communicate and carry out work schemes for students and co-workers attached to the workshop.
- Liaise with House Coordinators and any others concerned, regarding individual students' needs and progress, referring to any given student's PDP and Student Profile.
- Communicate, in a timely fashion with the relevant house coordinator, any issues or concerns regarding the students in your workshop.
- Represent Workshop plans, achievements, goals within Beannachar (Work Meeting) and to parents, professionals and visitors
- Directly supervise the work carried out by Co-workers attached to the Workshop.
- Work at all times in a cooperative and constructive manner with other colleagues, co-workers and employees at Beannachar.
- Communicate in a timely fashion any Workshop issues, needs or plans both to your immediate supervisor and to the Beannachar Meeting.
- Attend all relevant meetings, and contribute to the annual and internal review processes of the students in the workshop.

Beannachar Camphill Community



- Plan, coordinate and carry out work in the workshop in accordance with Beannachar's Health and Safety Policy.
- Familiarise yourself with and represent Beannachar's ethos and values to all parties, internal and external to Beannachar.

Task Summary (not exhaustive): *the Workshop Leader will . . .*

- Maintain your workshop as an effective training space that is a tidy, safe and inspiring environment to carry out work.
- Ensure that all tools are kept in good working order, and all supplies are stored neatly and safely.
- Order stock and maintain supplies for the workshop according to the Workshop budget.
- Complete and distribute quarterly work reports for each student in the Workshop.
- Attend the Work Meeting each morning and the Beannachar Meeting each week and be prepared to represent and make pertinent reports from your workshop at these meetings regularly.
- Welcome, show round, and explain work processes to all visitors to the workshop on an ad hoc basis.
- Perform any other tasks within reason which may be necessary from time to time in order to fulfil the role of Workshop Leader and further the objectives of Beannachar Camphill Community.

Salary

- 32 hours per week, Monday to Thursday
- Salary based on a 32 hour week: £17,538.56
- Holiday Entitlement 32 days per annum, pro-rata for part time/temporary employees.