



House Co-Ordinator

Our Mission is to create a community where Children and Young Adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential

Location: Camphill School Aberdeen

Salary: £42424.20

Contract: Full-time (45 Hours per week), Permanent

Job Dimensions

To actively promote the rights of children and young adults as individuals and provide them with high-quality care in accordance with the policies and procedures of the organisation. To manage the provision of a safe and homely environment both individually and as part of a team, to help children and young adults achieve their potential by strengthening areas where they can develop.

This post requires:

- Relevant experience of working in a managerial/supervisory role with children and/or adults with additional support needs (approx. 3-5 years)
- Social Pedagogical, educational training or qualification completed at degree level (BA/MA) or recognised equivalent other qualification in residential school/Care/Camphill setting
- Full SSSC registration with no conditions
- PVG membership for work with children and vulnerable adults



- Have thorough and current knowledge and understanding of Protection of Vulnerable Groups
- Grounded awareness of all essential regulations set by the SSSC, Care Inspectorate and other relevant regulatory bodies
- Excellent communication skills
- Support and Supervision training completed and used as best practice
- Epilepsy training completed and maintained in date

Desirable for post:

- Further professional development or training in social pedagogy or education/care
- Previous managerial or supervisory work/volunteering experience in a Camphill setting
- Hold a clean and current driving licence
- Have relevant IT and administration skills
- All relevant CPD up to date

Key Responsibilities

- Carry responsibility for the general running of the house, including finances, reporting of planned maintenance and ad-hoc repairs, holding of regular house meetings, creation/updating of staff rotas and participation in relevant recruitment processes.
- Lead the house team in the creation and maintenance of a warm and supportive educational and therapeutic environment for children/young people in your care.



Key Responsibilities

- Consult with the house team and Head of Care to set objectives and participate in regular evaluation of the running of the house to ensure compliance with CSA policy and procedures and official body requirements e.g., SSSC, Care Inspectorate
- Actively promote the social pedagogical principles of CSA and give guidance and support to staff and volunteers in accordance with these principles.
- Ensure all workers within the house community receive regular support & supervision and appraisal sessions, either directly or with a designated senior worker
- Ensure the house team's training requirements are met (including the maintenance of certificated training), enabling individuals to attend as required.
- Ensure the professional development of yourself and the house team, enabling relevant individuals to attend training as required by their task or CPD needs, including those relating to registration of official bodies.
- Ensure good communication systems are in place to provide clear and transparent information sharing between the house and other houses, school, young adult day services, and therapeutic practitioners, the management team
- Take responsibility for individuals or groups of children/young people and do adequate preparation for this.
- Act as carer for nominated children/young people, as appropriate, and/or temporarily cover where a child/young person's carer is not present.
- Manage and participate in general organisational and house-keeping tasks within the house.



Key Responsibilities

- parents/guardians, social workers/care managers, local authorities and relevant other professionals
- Attend appropriate meetings as required, e.g., multi disciplinary meetings, reviews, facilitation of action plans, house co-ordinators' meeting.
- Ensure all records and documentation required by CSA and/or for statutory purposes are maintained and overseen.
- Plan and monitor personal plans and mobilise such resources (doctor, therapist, teacher, etc.) as necessary for their implementation, ensuring they are followed appropriately.
- Ensure a high standard of personal care and hygiene for the children/young people, carefully monitoring any ailments affecting the children/young people and notifying the relevant medical professionals and others where appropriate.
- Ensure the safe storage and administration of medication in accordance with CSA guidelines and enable children/young people to attend appointments with medical and other relevant professionals.
- Always promote and encourage both independence and interdependence in children/young people.
- Work with the guidance/support of the Head of Care and Human Resources to manage any staff or volunteer behaviour that is causing difficulties or may affect the performance of the house.
- Provide and manage/oversee care for children/young people out-with the CSA Estates e.g., Activities week.



Accountability

- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention, and Infection Prevention and Control standards.
- Ensure all reasonable precautions are taken to provide for the safety of children/young adults both on campus and in the community.
- Ensure all relevant and current CSA policies are understood and worked within and that it is known where to access this, and further information should it be required.
- Maintain confidentiality of all information concerning children and young adults Comply with CSA regulations concerning performance of their duties and undertake any such other duties as reasonably required by CSA.

Personal Qualities and Aptitudes

- Proven leadership qualities, with the ability to 'think on your feet' and adapt your day as required.
- Demonstrate a warm and flexible attitude.
- Can work well within a team and independently as needed.
- Have positive people management skills to enable successful team building and leading as required.
- 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 child/young adult and him/herself.
- Be open to change.



Personal Development

- Participate in reviews with relevant others.
- Ensure all core and mandatory training requirements are met and certification maintained in date.
- Attend lectures and in-service training as deemed relevant or necessary.
- Seek out learning opportunities and transfer new skills and knowledge to the job.
- Ensure at least the minimum number of CPD hours is completed each year to maintain SSSC (or relevant other) registration.
- Attend and actively participate in regular Support & Supervision/Mentoring sessions.
- Attend an annual appraisal to reflect on the past year and plan for the next one. This review is also the opportunity to discuss personal aims and aspirations although this should also be part of a continuous process.
- Work to their agreed Personal Development Plan

Why Join us?

- Be part of a unique, inclusive community that values lifelong learning
- Opportunity to make a real difference in the lives of children and young people.
- Supportive environment with ongoing professional development.

The tasks and remit contained within this job description captures the main responsibilities of the role and is not exhaustive. CSA retains the right to request other tasks, within reason, be undertaken