



## Assistant 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

Post:	Assistant House Co-Ordinator
Service:	Residential Care Homes
Line Manager:	House Co-Ordinator
Salary Range:	£30014.40—£33766.20 Per annum
Hours:	40-45 hours per week

**Job Dimensions**—To actively promote the rights of children and young people 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 young people achieve their potential by strengthening areas where they can develop.

### This post requires:

- Relevant experience of working in a supervisory role with children and/or adults with additional support needs (approx. 2-4 years)
- SVQ Level 4 or relevant degree qualification in Social Care
- 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

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- 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
- Previous supervisory work/volunteering experience in a Camphill setting
- Willingness and ability to develop leadership qualities and supervisory responsibilities
- Hold a clean and current driving licence
- Have relevant IT and administration skills
- All relevant CPD up to date

### Key Responsibilities

- Support the House Co-ordinator in the general running of the house, including finances, reporting of planned maintenance and ad-hoc repairs, holding of regular house meetings, creation/updating of co-worker timetables and participation in relevant recruitment processes as and when required
- Support the house team in the creation and maintenance of a warm and supportive educational and therapeutic environment for children/young people in your care

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## Key Responsibilities

- Consult with the House Co-ordinator and house team and Education & Care Manager 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 co-workers in accordance with these principles
- Ensure all relevant workers within the house community receive regular support & supervision and appraisal sessions, either directly or with a designated senior worker
- Support the House Co-ordinator in ensuring 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 and therapeutic practitioners, the management team
  - ⇒ parents/guardians, social workers, local authorities and relevant other professionals
- Attend appropriate meetings as required, e.g. pupil studies, reviews, facilitation of action plans, house co-ordinator's meeting

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## Key Responsibilities

- 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
- Promote and encourage both independence and interdependence in children/young people at all times
- Work with the guidance/support of the House Co-ordinator and Welfare Manager to manage any co-worker behaviour that is causing difficulties or may affect the performance of the house
- Provide and manage/oversee care for a children/young people out-with the CSA Estates e.g. Activities week
- 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

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## Accountability

- Comply with the CSA Health and Safety policies, including Fire Precautions and Prevention
- Ensure all reasonable precautions are taken to provide for the safety of pupils 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 pupils
- Comply with CSA regulations concerning performance of their duties and undertake any such other duties as reasonably required by the 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
- Have the ability to 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 pupil and him/herself
- Be open to change

## Personal Qualities and Aptitudes

- Be willing to learn and share
- Accept personal accountability

## Continuous Professional 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 in order to maintain SSSC (or relevant other) registration
- Attend and actively participate in regular Support & Supervision/Mentoring sessions
- Attend an individual annual review 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

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 by the post holder as requested.