



## OUR MISSION

WE ARE TIPHERETH CAMPHILL,  
A VOCATIONAL COMMUNITY THAT VALUES EACH PERSON  
EQUALLY.

WE ASPIRE TO LIVE A LIFE FULL OF MEANING, WORK  
ASSOCIATIVELY AND GROW TOGETHER BASED ON A RICH  
CULTURAL AND SPIRITUAL FOUNDATION.

WE STRENGTHEN AND NURTURE OUR COMMON PURPOSE AND  
INDIVIDUAL POTENTIAL THROUGH AUTHENTIC RELATIONSHIPS  
AND SHARED LIFE EXPERIENCES.

## JOB DESCRIPTION

### Deputy Team Leader – Day Service (Pentland Group)

#### General Introduction

Tiphereth is a Camphill Community. In living, working and growing together the community provides residential care homes, supported living tenancies and day support services for adults with learning disabilities and autism. We operate a range of social enterprises which support our community. For more information on the community please visit our web site [tiphereth.org.uk](http://tiphereth.org.uk)

#### Our Community

We are a small semi-rural Camphill Community and have been based on the outskirts of Edinburgh at the foot of the Pentland Hills for over 25 years. Together we make up a community of about 100 people.

- The life sharing Residential community run by live-in coworkers provides 12 residents with permanent homes at Tiphereth in three houses in Colinton. The shared homes are run by coworkers who are unsalaried and are financially supported by the charity. They are supported by international volunteer coworkers and salaried staff. As a key group in the community they are representative in all areas at a senior level.
- The Day Service provides meaningful work within the Camphill community to 75 members (service users) across five work groups. Made up of a variety of environmental and creative workshops members are supported by 35 staff led by a Day Service Manager.
- Tiphereth Trading Ltd is the name under which our social enterprises are operated. We have a disused quarry site for outdoor work producing compost

and firewood for sale to the public. Colinton Community Compost runs a green waste collection service, processes and sells compost and Colinton Community Firewood produces and delivers firewood in the Edinburgh area.

- Supported Living tenancies provide permanent homes for 10 members. These opened in 2018 and the three self-contained flats and one house are staffed by a staff team led by a Supported Living Manager.
- The office team provides support for the Community in fulfilling its charity and regulatory obligations. It consists of a Quality Manager, Operations Manager, Finance Officer, Fundraising Officer, office administrators and a maintenance person.

## **Ethos of the Organisation**

As a Camphill Community, Tiphereth offers adults with learning disabilities and autism the opportunity of living and working together to realise their potential. Our life and work is based on Rudolf Steiner principles of Anthroposophy and Social Therapy. This work is influenced by the traditions inherited from the founder of the Camphill Movement, Karl König, and developed in a 160 Camphills worldwide. In recent years our approach has broadened to incorporate insights and models from Social Pedagogy. Through working with these principles Tiphereth aims to meet the physical, emotional and spiritual needs of the individuals in our care and within our workforce. Tiphereth strives to create situations where each person has the opportunity to participate in meaningful work, believing that work is the primary vehicle for personal growth and development.

Our holistic vision is to integrate the spiritual nature of Camphill with the requirements of delivering an outstanding care service and social enterprise. We believe we can remain true to our founding principles, whilst building a vibrant, creative and inclusive community where people of all abilities are equally valued, encouraged to grow and make a positive contribution.

## **Main Purpose of the Job:**

The post holder is to provide care and support to adults with learning disabilities and autism to enable them to achieve personal outcomes. Guided by our strapline: “Living Together, Working Together, Growing Together” they will provide relationship-centred care and support that values and promotes growth and a sense of belonging through working in small groups and shared life settings. Tiphereth day services aim to provide meaningful work and the structure of the day promotes a positive work ethic.

The role of Deputy is primarily that of a Co-Worker and the post holder will still primarily support adults with learning disabilities in the work of the group which involves engaging and involving members in woodwork, green wood work, basketry and grounds maintenance.

In addition the Deputy will carry some additional responsibilities delegated from the Team Leader. The post holder will ensure good working practices are maintained and will support the Team Leader in the management of the staff team and support

provided to members receiving a service. Key to the job is adopting a positive, flexible and proactive approach. In other organisations the equivalent role may be called Senior Support Worker.

The Deputy is a new post within this team and will work as part of a team of 10 staff that is managed on a day to day basis by the Pentland Group Team Leader. The Deputy is accountable in the first instance to the Team Leader, and in their absence to the Day Service Manager. The Day Service Manager has overall responsibility for the service and is accountable to the CEO of Tiphereth who reports to the Board of Trustees of Tiphereth.

### Deputy Tasks

- Working closely with the team leader to support the group to work towards the group's mandate, vision and aims and objectives
- To deputise for the Team Leader in their absence and ensure good working practice is maintained through providing support and guidance to staff ensuring that professional standards of care and practice are maintained.
- In the absence of the Team Leader to respond to staff sickness and other unplanned needs, arranging relief cover and ensuring member's are well supported and activities run smoothly
- To promote member's participation and consultation and ensure co-workers advocate on member's behalf where required.
- Support the team leader with administration tasks which may include fire records, medication audits, financial accounts, stock checking ordering household and workshop material and equipment, workshop risk assessments, COSHH and first aid.
- To maintain professional understanding of Tiphereth's wider issues
- To maintain honest professional communication with the team leader and endeavor to have a consistent approach with supporting staff
- To carry out other relevant tasks as directed by the Team Leader or Day Service Manager including deputizing for them as required

### Co-Worker Tasks

- To personally uphold Tiphereth's mission and vision statement, and Camphill values which underpin the aims and objectives.
- To build relationships with people using a person-centred approach founded on dignity and respect for individuality, and that enables choice and control
- To provide small group support, and one-to-one support
- To work positively with any behaviours of concern that may challenge.
- To provide care and support with personal /intimate care tasks, administering medication safely, assisting a person's mobility safely including using equipment, supporting meals, social activities, outings and attending appointments.

- To support people to participate as fully as possible in tasks and activities that interest and engage them, developing skills and a sense of purpose and value
- To act as keyworker for some people taking a lead role in ensuring outcomes, support plans and risk assessments are reviewed at least every 6 months.
- To build good relations with families, carers and other relevant professionals
- To plan, organise and facilitate group and individual activities
- To work as an effective member of a team following agreed procedures, and contributing to professional discussions and a positive team working environment
- To drive Tiphereth vehicles including mini buses, and a tipper truck and be able to support our social enterprise delivering firewood and compost to households in Edinburgh

### Other Tasks

- To share in daily cleaning tasks and maintain safe and aesthetically pleasing working/living environments
- To take personal responsibility for professional development in line with SSSC requirements, and contribute to supervision and team meeting discussions
- To support and participate in the cultural and festival life of the community and a taskforce meeting
- To work safely and professionally according to organisational policies and procedures including Health and Safety

### **Social Pedagogy / Social Therapy**

The post holder will take an active interest in the principles of Social Pedagogy and of Social Therapy which underpin our work, and make full use of training and supervision opportunities to ensure that working practices and attitudes support Tiphereth's values and principles.

### **Training and Supervision**

There is an initial period of induction for the new Deputy. Support and appropriate further training or refresher courses and professional development will be agreed with the Day Service Manager.

The Deputy has access to support and supervision sessions with their Team Leader and with the Day Service Manager, where feedback is gained, issues of concern or those needing clarification can be raised, and where practices can be reflected on.

### **Terms and Conditions**

Tiphereth is committed to the Scottish Government's Safer Recruitment Policy (November 2016). Tiphereth is required to carry out checks on your employment references.

The annual salary is £ 21,691.80 rising to £23,587.20 per annum over 6 years. Tiphereth salaries are pegged to the Scottish Living Wage + 3%.

Tiphereth operates an Auto-enrolment Pension Scheme, which you are required to join or provide an alternative Scheme. Tiphereth contributes a sum equivalent to 5% of annual gross salary on behalf of the employee and the employee makes 4% contribution to the Scheme. Together these contributions provide a pension of 9% per annum.

You will be entitled to 36 days paid holiday per annum inclusive of statutory and public holidays. Every two years the holiday allowance increases by 1 day to a maximum of 40 days annual leave. The leave year is 1 April to 31 March.

Tiphereth day service is closed for 2 weeks at Christmas/New Year; 1 week at Easter; 2 weeks in July; and 1 week in October. Day service staff are required to take their holidays at the same time as these closures. This accounts for 31 days of their annual leave and the other 5 days may be taken flexibly through the year.

The post is full-time, Monday to Friday. The working hours are 37.5 per week. The working day is 8.55am to 4pm three days a week and 8.55am – 5.00pm two days a week (Monday and Thursday). The job may on occasion require additional hours outside the normal working day, however as an employee you should not exceed those of the Working Time Directive. Your period of notice is 4 weeks.

There is a 6 month probationary period.

### **Application Process**

Applications should be made on the application form available from the Tiphereth office or website [www.tiphereth.org.uk](http://www.tiphereth.org.uk) . CV's will not be accepted.

Closing date for applications to be received no later than: **9.00am Wednesday 4<sup>th</sup> December 2019**. Shortlisting will be on the basis of how well candidates match the person specification, so please ensure you refer to the person specification as fully as possible. Incomplete applications will not be considered.

Interviews will be held on **Monday 9<sup>th</sup> December 2019**.

## **Additional Information on how we work in the day service at Tiphereth**

We believe meaningful work will help everyone grow and develop holistically together. The work we do should have a clear purpose and fulfil a socially valued need or service to others.

We believe work can give purpose in a person's life and enhance wellbeing through experiencing the value that others see in it. The work also gives the group and community clear identity and common purpose that creates a sense of belonging and grows authentic personal relationships. Learning and mastering skills and using creative abilities builds confidence and helps a person feel in control and empowered. A person can also develop spiritually from the therapeutic value of working with natural materials in a natural environment. Through the work personal and service outcomes can be achieved.

Tiphereth is a Camphill community founded on the principles of Social Therapy, a practical application of Rudolf Steiner's anthroposophy to adults with learning disabilities; and Social Pedagogy, a European tradition of social education.

Key principles from these approaches that we work with include:

- Holding a positive regard for the uniqueness at the heart of each person regardless of whatever disability, difficulties or health issue they may have;
- Relationship-centred approach to care based on empathy, encounter, respect and attentiveness;
- Recognition of the spiritual dimension of the human being;
- Holistic approach that pays attention to thinking, feeling and willing (head, heart, hands)
- Commitment to reflective practice and personal self-development
- Growth and development through practical, hands on, creative, therapeutic activities and working and learning alongside and together;
- Valuing shared life spaces and group activities in beautiful and orderly natural and created environments

The structure and routine of the day, week and year is an important element. Structure and routine provide security. Having parts of the day that are predictable and known help people manage time and transitions. We begin and end each day with a gathering of the whole working group, a candle is lit and a song is sung that signifies work is starting or ending. Throughout the year we mark the seasons through celebration of seasonal Christian festivals and other celebrations.

We continuously reflect on and integrate these approaches with our rights- based regulated care standards, person centred practice, Positive Behaviour Support and the principles of participation, empowerment and inclusion.