**Assistant TEAM LEADER – Tiphereth Supported Living September 2020**

**Introduction**

**Tiphereth as a Community**

Tiphereth Camphill in Edinburgh, is a community that supports adults with learning disabilities and Autism to live, work and grow together. Tiphereth is home to 50 people, who live in a blend of family homes and their own tenancies. We work together across a range of social enterprises and day service workshops with a focus on providing meaningful work activity and skill development.

**Tiphereth Supported Living**

Tiphereth launched its Supported Living Service in 2018 and provides a blend of single and shared tenancies that are rented by our members. With support provided on an individual and shared basis based on the person-centred requirements and needs of the tenant. The service is provided across two sites, located within Tiphereth and the village of Colinton.

**Our Guiding Mission Statement**

* 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:**

**Job Title:**

Assistant Team Leader.

**Main Purpose of Job:**

To support the Team Leaders and Supported Living Manager to lead, manage and coordinate the day to day running of supported living at Tiphereth.

**Responsible to:**

Supported Living Manager

**Responsible for:**

Allocated tasks in supporting the effective running of the houses within supported living – this may include some of the staff team and keyworking members.

**Main Tasks of Job:**

* 1. Uphold and implement Tiphereth’s mission, values and ethos.
  2. Support the team leaders to manage and coordinate the care and support in line with aims and objectives and promote the welfare, safety, personal development and wellbeing of Members receiving care and support from Tiphereth.
  3. Support the team leaders in rota coordination through using the software in place – providing reports of staffing for review purposes and for payroll.
  4. Supervise and support staff development, support the team leaders to monitor development and training.
  5. Be able to communicate with families and support relationships with the members living in supported living when required.
  6. Provide direct support to members using a Practice Leadership approach with staff – acting as a role model for good practice.
  7. Step in for Team Leaders when required for internal/external meetings – such as reviews and health meetings.
  8. Provide auditing support for the team leaders when needed.
  9. Support Team Leaders to maintain health and safety within the houses and staff team working practice.
  10. Support members and staff to maintain an aesthetically pleasing and safe home environment.
  11. To work in line with Tiphereth’s Policies and Procedures.
  12. To support the team to participate in the celebration of festivals with the community – this rich cultural life is central to Tiphereth as a Camphill Community.
  13. Work within the ‘On Call’ team, covering on call as part of an agreed rota.

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of the organisation.**

**PERSON SPECIFICATION:**

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| **Values** |
| *Essential:*   * An interest in being part of an equal environment, supporting shared experiences and relationships within community. * An appreciation of the uniqueness of the people we support. * An openness to using the principles of social therapy and social pedagogy * Understanding of and commitment to person-centred care practice |

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| **Experience** |
| *Essential:*  At least 1 years’ experience working in a supportive setting with people with additional support needs. |
| *Desirable:*   * Experience in a range of additional needs, such as autism, learning disability, epilepsy, mental health. * Experience in or able to demonstrate co-ordination and organisational skills. |

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| **Qualifications** |
| *Essential:*   * Achieved or willing to work towards suitable qualification to comply with SSSC registration requirement – SVQ3 in Health and Social Care as a minimum. * Maintain SSSC registration and Continuous Professional Development requirements |
| *Desirable*   * Registration with SSSC * SVQ3 * Driving licence. |

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| **Knowledge** |
| *Essential:*   * Understanding of Supported Living. * Interest in community living and/or Camphill communities . * Ability to demonstrate good practice and a good underpinning awareness of support approaches. * Knowledge of communication strategies and person centred approaches used with people with learning disabilities or autism. * Knowledge of legislation and requirements applicable to working in the social care sector. |

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| **Skills** |
| *Essential:*   * Excellent communication skills, ability to adapt communication in a variety of settings and with different people. * Interest in supporting people to develop skills, purpose and wellbeing. * Good standard of IT skills, ability to use Microsoft Excel, Word and confident in managing email communication. * Ability to use software to co-ordinate staff – good communication and problem solving skills. * Ability to understand supervision theory and be able to be supported to take on supervisions and support staff development. * Able to produce work and reports in a timely manner. * Problem solving skills. |

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| **Attributes** |
| *Essential:*   * Flexibility * Able to work with instruction, complete tasks and use initiative when needed. * Empathy and a compassionate approach * Willingness and capacity to work indoors and outdoors * Willingness to learn and continuously develop |