



MAY GROUP (Arts and Crafts) CO-WORKER – DAY SERVICE

JOB DESCRIPTION & PERSON SPECIFICATION

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.

Introduction

Tiphereth is a semi-rural Camphill Community based on the outskirts of Edinburgh at the foot of the Pentland Hills. Together we make up a community of about 150 people. The community provides residential care homes, supported living tenancies, a social enterprise and day support services for adults with learning disabilities and autism. For more information visit www.tiphereth.org.uk.

Tiphereth offers adults with learning disabilities and autism the opportunity of living, working and growing together to realise their potential. Our life and work is based on Rudolf Steiner's anthroposophy and the principles of Social Therapy. We are also influenced by Social Pedagogy. Through working with these principles Tiphereth aims to meet the physical, emotional and spiritual needs of the individuals we provide a service to. 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 day service has five work groups that provide meaningful work and activities using creative processes. We have a philosophy of learning and developing skills together and seek to create high quality products and services to others. We refer to the individuals who use our services as 'members'.

Job Context

The aim is for Co-Workers to provide support based in one work group. The support may be provided on a one-to-one basis if that is what the member needs, or the Co-Worker may be responsible for providing support to a small, shared group of members. It is important that staff are capable of providing both types of support.

The Peregrine group volunteer for other charities around the Lothians carrying out a wide variety of work. From gardening, to building stone walls, to repairing fences and

paths, to building raised beds and many other tasks, the group is engaged with helping charities deliver their mission for the benefit of the public. They also expanded the estates work done on Tiphereth's land during the pandemic and this will continue. The group are based in a beautiful purpose-built building

The work of the group is focused on enabling the members to develop their practical skills in the use of tools and equipment. Many of the members joining the Peregrine group are just leaving school and transitioning into a more adult and work-orientated environment. An important part of the role of the Co-Worker is supporting individual's develop social and emotional skills that enable personal growth and maturity. Co-workers need to be resilient, committed and motivated.

Purpose of the Job

Provide support and care to adults with learning disabilities and autism to participate in meaningful work, and develop skills within a group/workshop setting.

Key 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 using a range of approaches that enable participation
- To work positively with any behaviours of concern that may challenge.
- Administer medication if required including emergency epilepsy medication subject to receiving the necessary training.
- To provide intimate personal care and support including assisting personal mobility safely using equipment; supporting meals, social activities, outings.
- To support people to participate in tasks and activities that interest and engage them, and develop new skills.
- To keywork 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 lead on some group and individual activities
- Support members to work towards the aims of the workshop or group and be involved in the planning and production of quality goods and services
- Contribute to the development of the work group through team discussions
- Assist in the setting up and maintenance of equipment and tools
- To work as a cooperative member of a team following agreed procedures, and contributing to professional discussions and a positive team environment

Other Tasks

- To share in daily cleaning tasks and maintain safe and aesthetically pleasing working/living environments
- To support and participate in the social and cultural life of the community.

- To work safely and professionally according to organisational policies and procedures including Health and Safety
- Liaise with families, carers and other professionals as required.
- Take responsibility for professional development in line with SSSC requirements when required including; registering with the SSSC; achieving SVQ3 in Health and Social Care; and doing post registration development.

Line Management

The post holder is responsible to the workshop / group Team Leader and through them to the Day Service Manager who is the Registered Manager for the service.

Social Therapy / Social Pedagogy

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

Become a member of the Protecting Vulnerable Groups (PVG) scheme.

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PERSON SPECIFICATION: May Group Day Service Co-Worker

May Group Information and Role Specific Requirements

We are seeking a new staff member who shares our values and has the experience and skills to support adults with learning disabilities on a one-to-one basis to participate in meaningful work within our day service.

The post is based in The May group which is the hub for general arts, crafts and therapeutic activities. Together with our members with learning disabilities we aim to produce unique items for our annual fairs and for our community.

Our work mainly focuses on weaving, felting and papercraft. We value and often focus on crafts around seasonal changes and preparation for specific festivals.

Ideally you would have an interest in one of the craft areas, however this is not essential. What is more important is the capacity to work positively with individuals with autism and complex needs.

You will need to have an ability to facilitate individuals to participate in a meaningful way in activities and work tasks.

Previous experience of working with adults with learning disabilities is essential, as is a good understanding of autism and the needs of people who use different forms of communication and a confidence in working with people with behaviour that challenges.

Essential	
Values and Attitudes	A commitment to using social pedagogy and social therapy principles and practical approaches in work
	A person-centred approach to supporting individuals
	Valuing meaningful work
	Compassionate and empathic
Experience	Experience of working or living with people with learning disabilities and/or autism (either paid or voluntary)
	Experience of supporting people with a learning disability or autism
Skills and Abilities	Interest in the skills and activities of the group arts and crafts and creative and therapeutic activities.
	Ability to support people to develop practical skills
	Able to form good working relationships with members based on dignity, respect and good communication
	Able to provide support to a small group of people
	Able to organise and lead a small group work project
	Able to work on own initiative and carry responsibility
	Able to motivate others through enthusiasm and example
	Able to work closely with colleagues, working effectively as part of a team within agreed procedures and plans
	Able to be flexible and willing to participate in a range of activities and work with a variety of members
	Competent computer skills to update care documents
	Reasonable level of fitness to work indoors and outdoors
	Able to reflect on practice and learn from experience
	Able to provide personal care and administer medication
Desireable	A qualification in artistic and creative activity
	Knowledge of how autism affects individuals

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DAY SERVICE CO-WORKER TERMS AND CONDITIONS

Salary:	£19,080 (£9.78 per hour) rising by annual increments to £20,450 over 6 years.
Hours:	Full – Time 37.5 hours per week. Monday and Thursday 0855 – 1700 Tuesday, Wednesday, Friday 0855 – 1600
Holiday:	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. 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 and all day service staff are required to take their holidays at the same time as these closures. This accounts for 31 days of annual leave and the other 5 days may be taken flexibly through the year.
Sick Pay:	2 weeks full pay and 2 weeks half pay increasing after 2 years to 4 weeks full and 4 weeks half.
Pension:	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.
Probationary Period:	All new staff are required to serve a probationary period of 6 months during which work performance will be reviewed. One week notice either side during probationary period.
Notice:	4 weeks after probationary period.