**Team Leader – Tiphereth Supported Living**

**INTRODUCTION**

Tiphereth is a Camphill Community. In living, working, and growing together the community provides supported living tenancies, residential care homes and day care placements 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 at [www.tiphereth.org.uk](http://www.tiphereth.org.uk) where our film gives you an insight into life in 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 150 people.

As a Camphill Community, Tiphereth offers adults with learning disabilities and autism the opportunity to live and work together to realise their potential. Our life and work are based on the 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. 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 can 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.

**OUR MISSION STATEMENT**

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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:**

Team Leader

**Main Purpose of Job:**

To lead, manage and coordinate the day to day running of supported living at Tiphereth – alongside three other team leaders.

**Responsible to:**

Supported Living Manager

**Responsible for:**

A team of co-workers, Members living in supported living and the Camphill environment.

**Main Tasks of Job:**

* 1. Uphold and implement Tiphereth’s mission, values and ethos.
  2. 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. To ensure that the physical, emotional and psychological needs of Members in Tiphereth’s care are met where at all possible
  4. Ensure the Members are supported to maintain and manage their tenancies.
  5. Uphold the rights of Members, supporting them to be able to have choice and make decisions about their own life.
  6. Communicate with families and support relationships with the Members living in Tiphereth.
  7. Manage the staff rota for the team to plan and deploy staffing including organising relief cover to ensure adequately trained and experienced staff meet the needs of Members.
  8. To approve holiday leave for staff and manage this within the rota.
  9. Manage and promote staff development, through induction, support and supervision and appraisal.
  10. To identify and manage the training needs of staff ensuring that they maintain a fitness to practice and that adequate time is allocated on rota for this.
  11. Provide direct support to Members using a Practice Leadership approach in support of all staff working within the team.
  12. To use person centred planning techniques in delivering and leading excellent support practices.
  13. Provide direct support to key workers and ensure that team key working is up to date and of an excellent standard.
  14. Support the review process for members, overseeing the planning of this to ensure it meets organisational requirements and that all reports are of an excellent standard and distributed in a timely manner.
  15. Maintain and audit Members finances and recording and reporting methods, such as working files.
  16. Chair and organise the regular team meetings ensuring good communication within the team and wider organisation is established and maintained.
  17. Maintain health and safety within the houses and the staff teams’ working practice.
  18. Attend the Supported Living Leadership meeting, College (a Tiphereth Community decision group) and other meetings as required.
  19. Monitor and manage the devolved service budget – oversee and audit individual Member’s finances.
  20. Support Members and staff to co-create and maintain an aesthetically pleasing and safe home environment.
  21. To work in line with Tiphereth’s Policies and Procedures and promote these within the staff team.
  22. To work across a seven-day week with some weekend, early and late shifts as the service demands.
  23. To work within the ‘On Call’ team, covering on call as part of an agreed rota.
  24. To provide sleep overs on occasions as required
  25. To manage members inclusion and support the staff team to participate in the celebration of festivals with the community – this rich cultural life is central to Tiphereth as a Camphill Community

**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.**

**Within our Supported Living Service our Team Leaders carry the job title of House Coordinators.**

**PERSON SPECIFICATION**

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| **Values** |
| *Essential:*   * An interest in being part of a Camphill community, valuing equality, supporting shared experiences and relationships within the 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. * An understanding and appreciation of promoting Positive Behaviour support. |

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| **Experience** |
| *Essential:*   * Experience working with adults with learning disabilities, epilepsy, autism and physical support needs. * Experience of leadership in a support service or other supportive organisation. * At least 2 years’ experience working in a supportive setting with people with additional support needs. * Experience in using person centred planning techniques in addition to delivering and leading excellent support practices. |
| *Desirable:*   * Leadership experience in a Camphill community |

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| **Qualifications** |
| *Essential:*   * A suitable qualification to comply with SSSC registration – this is SVQ3 (or equivalent) in Health and Social Care as a minimum. * Maintain SSSC registration and Continuous Professional Development requirements |
| *Desirable*   * Current registration with SSSC in a supervisory role * SVQ 3 additional supervisory units in Health and Social Care * SVQ4 in Health and Social Care or equivalent * Full driving licence |

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| **Knowledge** |
| *Essential:*   * Interest in community living and/or Camphill communities * An understanding of the rights of individuals with learning disabilities and autism * Awareness of autism and how it may affect an individual * Ability to provide both emotional and social support to people with learning disabilities and autism * Understanding of a variety of practice, such as person-centred practice, behavioural support, social pedagogy. * 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 |
| *Desirable*   * Understanding of Supported Living |

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| **Skills** |
| *Essential:*   * Excellent communication skills and the ability to adapt communication in a variety of settings and with different people. * Interest in supporting people to develop skills, purpose and wellbeing. * Leadership qualities and understanding of people management. * Good standard of IT skills. * Excellent organisational skills and the ability to prioritise your workload whilst working under pressure. |

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| **Attributes** |
| *Essential:*   * Flexibility and resilience * Leadership qualities, able to inspire and motivate a team * Empathy and a compassionate approach * Willingness and capacity to work both indoors and outdoors * Willingness to learn and continuously develop |