



Camphill School Aberdeen
Social Pedagogy in Practice

*A Vibrant place to Live,
An Inspiring place to Learn,
A Fulfilling place to Work*

Job Description

Camphill School Aberdeen is an independent charity offering sector leading education, care and therapy services for children and young people with additional support needs on a day or residential basis.

This document contains the task expectations and legislative requirements for Live-in Camphill Co-workers and the contractual expectations and legislative requirements for those in employed posts.

JOB TITLE		
ASN LEARNING SUPPORT ASSISTANT / PRACTITIONER		
OUR VISION		
To be recognised as a centre of excellence where children and adults can live, learn and work in an integrated community based on mutual respect and unfolding of individual potential.		
OUR MISSION		
To create a community where children and adults feel a sense of belonging, support and personal growth. A place where there is an inclusive, lifelong learning culture with an integrated approach to health education and care.		
SITUATION IN ORGANISATION		
Reports to: House Co-ordinator and Assistant House Co-ordinator Direct reports: none		
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 assist in 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.		
KEY CONTACTS:		
Line Manager:	NAME	HOUSE
Head of Care Manager:	Gill Shuttleworth	Central Office, 01224 866164
Head of HR and Organisational Development:	Jane Hepburn	Central Office, 01224 866152
PERSONAL COMMITMENT STATEMENT		
It is the expectation of CSA that, at all times, the post holder will adhere to the values and principles of the CSA Code of Practice and act in the best interest of the organisation. The post holder will respect and work within the care and education policies of CSA while proactively carrying out the activities of the post.		
By agreeing to willingly and openly share good practice, the post holder will be responsible for meeting agreed objectives and adapt to changes in work practices and job activities as necessary. If needed by the organisation, the post holder will, within reason, assist in other work locations.		

KEY RESPONSIBILITIES

- Act as carer for nominated children/young people, as appropriate, and/or temporarily cover where a child/young person's carer is not present
- With the house team, create and maintain a warm and supportive educational and therapeutic environment for children/young people in their care
- Be aware of, and contribute to, the planning and monitoring of children/young people's individual education/behavioural objectives and targets and carry them out under the House Co-ordinator's instructions
- 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 House Co-ordinator and others where appropriate
- Follow any child/young person's programme (educational/behavioural/etc) as prescribed or instructed by a doctor, therapist, teacher, etc as required
- Promote and encourage both independence and inter-dependence in children/young people at all times
- Report any co-worker behaviour that is causing difficulties or may affect the performance of the house
- With appropriate support, where required, provide care for children/young people out-with the CSA Estates, e.g. Activities week
- Assist with individuals or groups of children/young people and do adequate preparation for this
- Participate in general organisational and housekeeping tasks within the house

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 CSA

REQUIRED QUALIFICATIONS / EXPERIENCE**Essential**

- 1 – 2 years' experience of working with additional support needs (children and/or adults)
- SVQ Level 2 in Health and Social Care (or working towards a suitable qualification to meet SSSC requirements)
- SSSC registration with/without conditions
- PVG membership for work with children and vulnerable adults
- Have current Protection of Vulnerable Groups knowledge and understanding

Desirable

- Further professional development or training in social pedagogy or education, e.g. SVQ level 3 or higher, social pedagogy or education based training
- Previous working/volunteering experience in a Camphill setting
- Hold a clean and current driving licence

PERSONAL QUALITIES AND APTITUDES

- Demonstrate a warm and flexible attitude
- Have the ability to work well within a team and independently as needed
- 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
- Be willing to learn and share
- Accept personal accountability

CONTINUOUS PROFESSIONAL DEVELOPMENT

- 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 job holder should be aware that all individuals in this job role are entitled to request inclusion in the Access and BASP courses.

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.