



Ochil Tower School

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POST:	Assistant House Manager
HOURS:	42.25 per week
REPORTING TO:	House Coordinator
SALARY:	In job advert
ANNUAL LEAVE:	7 weeks
RESPONSIBLE FOR:	Volunteers, Residential Care Workers, Residential Young People and Day Pupils.

JOB PURPOSE

Support the House Coordinator by providing leadership, care and support to all the pupils in the house and assisting with the support and supervision of residential care workers. As the main support for the House Coordinator you will be required to be highly responsible, professional, intuitive and flexible with the drive to support the team.

Responsible for providing care and education in the residential house as part of the 24-hour curriculum

This role will include involvement with the direct care of children, young people and young adults acting as a key-worker when necessary. The Assistant House Coordinator will support the House Coordinator and help lead the care team in compiling individual Shanarri Care and Education Plans, termly SMART aims, reports for reviews, annual reports etc. The Assistant House Co-ordinator will provide support and supervision to residential care staff and also co-workers/volunteers who are part of our care delivery model at Ochil Tower.

The post holder will support their line manager lead and develop a team of employees and co-workers/volunteers who together will create a positive environment in which all young people and young adults can thrive and achieve their full potential. The Assistant House Coordinator role has responsibility to support the House Coordinator in the leadership, operational management and standards of care in the residential house.

The Assistant House Co-ordinator will liaise with families and a range of external professionals (educational psychologists, social workers, medical professionals), that provides the support around the young person and will attend young people's reviews in the absence of the House Coordinator.

MAIN DUTIES

Young People

- Provide young people with a nurturing, active, healthy and safe environment where they will feel included, respected and supported in the development of skills, confidence and self-esteem
- Support implementation and development of the aims and objectives of the house in consultation with House Coordinator and Senior Management.
- Ensure effective delivery of individual care planning requirements for children, young people and their families.



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- Support young people to follow the SHANARRI wellbeing indicators through supporting them to be safe, healthy, active, nurtured, achieving, responsible, respected and included.
- Provide the young people with an individualised educational experience (24 hour curriculum) in a nurturing learning environment.
- Create a homely, nurturing and supportive environment for young people, volunteers and residential care staff based on the principles and values of social pedagogy within Camphill communities
- To practice at all times in accordance with the Scottish Social Services Council Code of Conduct, and to monitor and appropriately record and respond to the care teams' compliance/non compliance with this requirement.
- Act as a main support for the house coordinator, including taking responsibility for the house in his/her absence.
- Work closely together with colleagues in sharing best practice and raising the standard of care and education in the houses.
- This role includes acting as a role model and providing structure, routine and clear boundaries

Community

- Engage with maintaining and developing the standard of care and education in Ochil Tower.
- Carry out any other duties consistent with the nature of the post at the discretion of the management team.
- Engage fully with community life

Working Hours

- 42.75 hours per week (actual working hours dependent on the needs of the school and in consultation with the House Coordinator).
- Working every second weekend.
- 4 days (32hrs) training throughout the year included in annual salary.
- Sleepovers included in annual salary (33).

QUALIFICATIONS

Essential:

- SVQ 3 Social Services (Children and Young People) at SCQF level 7 (or equivalent)
- Registration with Scottish Social Services Council



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Desirable:

- SVQ 4 Social Services (Children and Young People) at SCQF level 9 (must be willing to work towards this)
- BA (Hons) Social Work (or equivalent)
- HNC Social Care
- A qualification that satisfies full registration with the Scottish Social Services Council.

EXPERIENCE AND SKILLS

Essential:

- Excellent communication skills
- Experience working with young people with learning disabilities, social, emotional or behavioural issues.
- To be resilient to the pressures of working with challenging behaviours.
- Flexible work approach so as meet with the needs of the children, care team and wider school community

Desirable:

- Knowledge of Social Pedagogy
- Experience working in a residential setting
- Leisure or Recreational skills

PERSONAL ATTRIBUTES

Essential:

- Resilient in the face of challenging behaviour
- To be positive, open, honest and flexible in your approach
- Sense of humour
- Must be physically able to take part in outdoor activities (hill walking, cycling, sports, etc)
- Empathic and non-judgemental (treat everyone fairly and as an individual)



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- Strong work ethic
- Able to engage in reflective practice
- A genuine interest in working with young people
- To be organised, efficient and have the ability to multitask and prioritise in what is a busy and fast moving environment
- Reflective practitioner
- Uphold and maintain the values of Ochil Tower

SUPPORT, SUPERVISION & TRAINING

- Regular support and supervision will be provided by House Coordinator or delegate
- Annual appraisals will form the basis for identifying training and professional development needs
- Compliance of all Codes of Practice stated in SSSC guidelines
- Qualifications or commitment to become qualified, if not already, within SSSC time frame
- This position is offered with a 6 month probation period. The purpose of this is to ensure that the employee is able to complete their new duties.