

**Thornage Hall**

# *Camphill Communities East Anglia*

Thornage Hall aims to provide a meaningful residential and working environment for its adult members, some of whom have special needs. In addition to a range of work opportunities, social, artistic and therapeutic activities are an integral part of life, where everyone participates to the best of their abilities. The community is situated on the edge of Thornage village in 70 acres of grounds set in the attractive North Norfolk Countryside.

Everyone who works within Thornage Hall needs to have a good understanding of working with vulnerable people. All staff are required to have a flexible approach to the working environment. The post holder will need to be CRB checked and training will be given regarding any current regulatory requirements. This post involves supporting service users either individually or in small groups to participate in a variety of activities in Day Services.

Staff within Day Services need to be flexible as the range of day services will change according to need and staff need to respond accordingly. Current day service activities include farm, garden, herbs, art, woodwork, weaving, willow weaving, textiles, cookery, baking.

**Job Description**

**Salary Band:** G to F: £19,885 - £21,825 (pro rata part time)

**Job title**: Woodwork Workshop Leader

**Responsible to**: Day Services Co-ordinator

**Job purpose**: The key areas of responsibility are:-

To support and mentor service users in developing their skills in the day service provided by Thornage Hall in the woodwork workshop. To promote meaningful work and support service users to produce products of a high standard for sale.

# Supporting service users

* To contribute to service users person centred plans and provide emotional and practical support (including help with personal care) to enable them to participate within Day Services.
* To support service users both individually and in groups to maximise their potential and develop their skills within day services
* To contribute to the reviews of service user progression in day services.
* To be accessible and approachable to service users, to be sensitive to their needs
* To empower service users to be involved in shaping the services and community at Thornage
* To assist and encourage service users to contribute to the running of the community and their way of life within it.
* To encourage service users to maximise their potential and support the achievement of personal goals and aspirations.
* To support service users in their communication/interaction with other people within day services and advocate on their behalf

# Workshop Leadership

* To develop structured projects for our service users to develop goods for sale within the woodwork workshop
* To have knowledge and understanding of the safe use of instruments and equipment being used in the workshop, and take responsibility for the care of these.
* To work as part of the day service team in order to ensure that Thornage offers a range of activities that are responsive to service users’ choice and needs.
* To design a curriculum of both individual project work and group projects appropriate to the needs of the service users and the development of their self development skills as well as their understanding of learning within a work based environment, as well as their skills in arts or craft activity of the workshop.
* To work flexibly within your role in order to be able to support and direct performances that are scheduled outside of your normal working hours.
* To contribute to Thornage festivals and celebrations through workshop activities.
* In conjunction with the day services manager, to create performances and meaningful activities with the service users with the intention of performing these at specific yearly events.
* To promote the sales and distribution of workshop products as agreed with the Day Services Manager
* To work with the day services manager in the planning of budgets, sourcing materials and publicising performances.
* To have an understanding and be sensitive to the audiences your groups will be performing to
* To ensure that all risk assessments are completed for the workshop and the staff, service users and volunteers working within it.
* To ensure that skills development programmes are completed and updated for all service users in the workshop.
* To work flexibly across all day service activities to cover staff absence and provide additional support when required in workshops.
* To direct and support volunteers in their role at Thornage Hall.
* To provide support and oversee the work of Day Services assistants and relief staff within the workshops

# Quality and Compliance

* To follow all Thornage policies and procedures and ensure that all necessary paperwork relating to the care and progression of service users in the workshop is up to date.
* To work in accordance of any regulatory and/or quality frameworks adopted by Thornage

Hall.

* To promote a safe working environment by following all health and safety procedures, reporting repairs and ensuring all necessary risk assessments and risk management plans are implemented.
* Ensure compliance with Thornage Hall fire safety regulations, including maintaining Day

Service fire registers, supporting service users to follow procedures, and completing PEEPs where necessary.

* To ensure the protection of all vulnerable adults within the house and follow Thornage Hall safeguarding vulnerable adult policy and Thornage Hall Mental Capacity policy.

# Organisational activities

* To have a sense of ownership and involvement through a positive contribution to the community at Thornage Hall
* To attend meetings and training both internally and externally as requested.
* To empower service users to be involved in shaping the services and community at Thornage
* To work constructively across the community to ensure a seamless service for tenants and service users across the organisation.
* To provide written reports as requested
* To undertake all other duties as may be required that are commensurate with the job

# Person Specification

**Essential**

* Relevant qualifications in woodwork teaching/social care and/or at least two years experience of teaching or social care.
* Proactive, self managing and self motivated.
* Positive attitude and flexible approach to work
* Sensitivity to the ethos of a Camphill Community
* Ability to work with adults with learning difficulties.

**Desirable**

* Experience of working with people with vulnerable adults.
* Teaching/training skills
* Experience/qualification in social care

Signed by: ……………………………………………………………………..

Date: …………………………………………………………………….