

The Sheiling School Ringwood
Job Description for House Coordinator

Job Title: House Coordinator

Summary of Main Role

The House Coordinator is responsible for the care, education, and welfare of the children in their designated house and within that house environment. They are also responsible for training, supervision, and welfare of all staff and co-workers residents or employed staff who work in the home environment. The House Coordinator oversees all care routines, organises all household tasks, maintains contact with all parties concerned with all residents' placements, and manages the necessary documentation and daily recording needs of the house community. They attend care management meetings and all other relevant meetings (e.g. reviews, programme meetings, etc.) necessary to the efficient and effective dispensation of their responsibilities, and are answerable in such matters to the Head of Care. House Coordinator is a shared role, and the ability to work with a colleague or colleagues is essential to the task.

Task description: Main Responsibilities and General Duties

The House Coordinator will . . .

- create a homely environment and be involved in all aspects of daily life within the house during your hours of work. Care and Education in the home environment are interpreted very widely - from hygiene, toilet training and self-help skills to social awareness, emotional development and independence.
- be responsible for the physical and emotional well-being of the children/adolescents in your care and to try at all times to create a harmonious house community. This will include the provision of balanced meals and catering for any specific requirements, e.g. gluten free or sugar free diets...
- endeavour to provide support and counseling as and when appropriate for any students, children, co-workers or staff in your household, and otherwise be prepared to intervene as necessary in crisis situations.
- ensure that daily medication is administered properly and that any health complaints are seen to promptly.
- look after any ill members of the house and to summon the school doctor when necessary.
- contribute to the Annual Review process with house reports and care plans for each child in your care. This will require adequate and detailed documentation and periodic reports on progress and development.
- be responsible for the financial management of your house community.
- maintain the house to a high standard as regards cleanliness and tidiness, general decor and furnishing, and to purchase any necessary household items for the daily

running of the house. The garden and grounds should be well maintained and kept tidy.

- supervise the co-workers within the house. This will involve training, guidance and ongoing support in the care of the children/adolescents.
- supervise employed domestic staff who may help with cooking, washing and ironing duties within the house.
- foster the celebration of Christian festivals and religious life which are central to the Camphill lifestyle in cooperation and coordination with the houseparent group and the community as a whole.
- foster good relationships with the parents of the children/adolescents in your care. This may include appropriate telephone contact, attendance at parents' meetings and being available for any concerns or complaints that parents may want to share.
- attend out of hours meetings, special events and parents' days as reasonably requested by your employer.
- familiarise yourself with School Policies, eg. Child Protection, Health & Safety, Personal Social and Health Education, as well as the relevant sections of the Children Act 1989 and the Registered Homes Act 1984 as appropriate.
- maintain adequate safety awareness, including risk assessments of the premises, follow all fire safety precautions, and induct your staff and co-workers in matters of child protection, food hygiene, emergency procedures and any other requirements, details of which will be held in your House folder.
- hold an appropriate qualification equivalent to NVQ3 in Care or higher, or be prepared to attain this qualification within a timeframe agreed with the Head of Care.
- perform with appropriate professional care any other tasks, duties and responsibilities that, within reason, further the aims and objectives of the Sheiling School.

Accountability

House Coordinators report directly to the Head of Care.

PERSON SPECIFICATION

House Coordinator

Essential:

- Qualified up to NVQ3 level in Care
- Minimum 3 years experience in care establishment of any kind
- Minimum 1 years experience direct work with learning disabled children
- Good communication, interpersonal and verbal presentation skills
- Awareness of and openness to Camphill/Steiner/Waldorf approach
- Willingness to undertake training in Curative Education
- Team worker
- Stamina!
- Sense of humour
- Warm, caring, nurturing approach
- Social Care career oriented

Desirable:

- Camphill/Steiner/Curative Education/Waldorf experience
- Training and qualification in above
- Good IT skills

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