



JOB DESCRIPTION

- 1. Job Title:** **Waking Night Staff**
- 2. Responsible to:** **House Coordinator, Care Coordinator, Deputy Head of Care, and Head of Care**
- 3. Responsible for:** **Pupils and all aspects of their care, health and safety at night.**
- 4. Role Summary:**

To provide care and continuous supervision for pupils with learning disability throughout the night.

To carry out some household duties as required.

To provide a warm and supportive caring environment for the pupils in any given house. The house is effectively their home, therefore it is especially important to engender an atmosphere conducive to their spiritual, emotional and physical development.

To work out of the mission statement and ethos of the Sheiling School.

SUMMARY OF TASKS AND DUTIES

YOU WILL BE REQUIRED TO REMAIN FULLY AWAKE AND ALERT THROUGHOUT YOUR SHIFT

1. Care of the pupils

Principle The fostering of and respect for the potential and individuality of the pupils and to actively promote the ethos of care and therapeutic principles of the School.

- To respect and maintain at all times the basic human rights of the pupils.
- To help pupils to achieve consistent sleep patterns.
- To protect the personal property and possessions of the pupils and, where necessary, to place them under lock and key.
- To enable the pupils to maintain their personal hygiene when necessary and to assist and guide them towards acquiring self-help skills.
- To enable the pupils to maintain their personal property and immediate surroundings and environment in a clean and presentable condition.
- To monitor the health and emotional well-being of the pupils as an ongoing process. Illnesses or matters of concern should be shared with the appropriate person(s), i.e. Houseparent or senior staff.
- To promote and foster the independence of the pupils.
- To protect the pupils from any form of abuse.
- To support effective communication in the home, and facilitate understanding of the pupils, especially by those who may not initially comprehend either their words or their gestures.
- To encourage and maintain effective communication between all members of the house and thereby to foster a consistent and transparent approach to the overall development and welfare of the organisation.
- To support and identify all reasonable precautions that may contribute to and provide the pupils with a safe and secure environment.
- To promote and support anti-discriminatory practice at all times.
- To maintain confidentiality at all times.

- To promote and support the rights of a pupil to express a choice at all times.
- To respect and acknowledge the personal beliefs and identity of the pupils.
- To accompany, when requested and agreed, the pupils on holidays.

2. Policies and philosophy

Principle The creation and sustaining of a holistic therapeutic environment.

- To acknowledge and respect the potential and individuality within each human being whether that be a pupil or fellow staff and irrespective of special needs.
- To cultivate interdisciplinary communication and co-operation between all staff.
- To read all policies and be familiar with them. To ensure understanding and act accordingly.
- To communicate effectively. Receive telephone calls, record and forward messages.
- To contribute to the effective organisation and running of the houses by helping with meal preparation, laundry, cleaning, etc. as required.
- To maintain the School's ethos of openness and honesty, especially concerning potentially difficult, problematic and emotive issues.
- To maintain reliability and consistency in all tasks in the house and observe punctuality.
- To develop an on going motivation and ability to engender positive and mutually respectful relationships with other staff and individuals attached to the School.
- To develop the ability to demonstrate initiative and to be forward thinking. Carry responsibility for actions whilst making good use of available time.
- To maintain and record all appropriate documents and records as required.
- To attend any necessary and appropriate meetings to either resolve an important issue or to develop and participate in the development of actions plans to resolve an issue. These meetings will take place outside of regular hours.
- To be familiar with and promote good standards of health and safety, fire precautions and prevention and bring to the attention of the appropriate person any concerns that need addressing.
- The Sheiling School is subject to unannounced inspections from various bodies. To receive such individuals with the dignity and respect you would afford any visitor to your home.

3. Training, management, compliance and personal development

- To be familiar with the community's policies and procedures, e.g. on child protection, missing person, complaints procedures etc.
- To ensure positive involvement in regular supervision and appraisal. At these sessions your responsibilities will be reviewed, feedback on your performance will be given and further training needs identified and agreed.
- To take part in the training course, as directed.

4. Mission Statement of Thornleigh Camphill Communities

- To work in accordance with the Mission Statement of Thornleigh Camphill Communities.
- To uphold the ideals, vision and values of the Thornleigh Camphill Communities when undertaking your work.

5. General Information

Staff must not smoke or consume alcohol in the presence of the children and while on duty, nor be under the influence of any substance, which may impair their judgement.

Although based in one area, staff may be requested to move to another if so required by the Head of Care.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Waking Night Staff

	Essential	Desirable
Qualifications	GCSEs	Qualified up to NVQ3 level in care Education up to degree level
Experience	Minimum 1 years experience in a care establishment of any kind	Camphill/Steiner/Curative Education/Waldorf experience. Prior experience of working for a charitable trust. Prior experience of working in a school setting.
Knowledge	Awareness of and openness to Camphill/Steiner/Waldorf approach Willingness to undertake training in Curative Education	In depth knowledge of curative education as articulated by Rudolf Steiner
Skills	Good IT skills Good communication, interpersonal and verbal presentation skills Team worker ^[SEP] Ability to prioritise a varied workload ^[SEP]	High level IT skills
Personal Qualities	A person of integrity An ability to maintain confidentiality Good interpersonal skills An ability to work as part of a team Commitment to the values and principles of the School Flexible approach to working Self – starter An openness to learning, development and personal change	Full Driving Licence