



CO-WORKER - DAY SERVICE

JOB DESCRIPTION & PERSON SPECIFICATION

Mission Statement

We are Tiphereth Camphill, a vocational community that values each person equally. We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation. We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences.

About Us

Tiphereth is a semi-rural Camphill Community based on the outskirts of Edinburgh at the foot of the Pentland Hills. Together we make up a community of about 150 people. The community provides residential care homes, supported living tenancies, a social enterprise and day support services for adults with learning disabilities and autism. For more information visit www.tiphereth.org.uk.

Tiphereth offers adults with learning disabilities and autism the opportunity of living, working and growing together to realise their potential. Our life and work is based on Rudolf Steiner's anthroposophy and the principles of Social Therapy. We are also influenced by Social Pedagogy. Through working with these principles Tiphereth aims to meet the physical, emotional and spiritual needs of the individuals we provide a service to. Tiphereth strives to create situations where each person has the opportunity to participate in meaningful work, believing that work is the primary vehicle for personal growth and development.

Our day service has seven workshops that provide meaningful work and activities using creative processes both indoors and outdoors. We have a philosophy of learning and developing skills together and seek to create high quality products and services to others. We refer to the individuals who use our services as 'members'.

- The Pentland Group carries out woodwork, green woodwork, basketry and grounds maintenance. The group works from a converted Greenkeepers Barn and is a fully equipped workshop with high quality machines, using locally sourced timber, where possible. This is complimented by an off-grid workshop space for green woodworking.
- The May Group work with various textiles and crafts. Music and therapeutic activities also form a part of the week.

- The Garden Group cultivates vegetables and salad, grows plants for community use and to sell and provides other horticultural activities such as composting.
- The Quarry Group completes environmental and conservation work in partnership with other organisations in the wider neighbourhood and maintains the Tiphereth Estate. They support Tiphereth trading, a social enterprise involving deliveries of compost and wood.
- The Print Studio creates unique art pieces using screen printing and other printing techniques. These are used throughout our community and sold externally as well.
- The Pottery produces handmade ceramics for use in the community and for sale.
- Transitions Group – starting 2026. This group will support school and college leavers with their transition to adult support services. The group will focus on a mix of life skills, hospitality and retail experience. They will integrate into Community life and take part in festivals and celebrations whilst building confidence within the service.

Job Context

The aim is for Co-Workers to provide support based across all groups but to be based primarily in one key group. Current jobs roles are based within the Transitions Group. If support is needed in other groups, you may be changed workshop at short notice. The support may be provided on a one-to-one basis if that is what the member needs supporting to a small, shared group of members (maximum of 3). It is important that staff are capable of providing both types of support.

Purpose of the Job

Provide support and care to adults with learning disabilities and autism to participate in meaningful work and develop skills within a group/workshop setting.

Key Tasks

To personally uphold Tiphereth's mission and vision statement, and Camphill values which underpin the aims and objectives.

To build relationships with people using a person-centred approach founded on dignity and respect for individuality, and that enables choice and control

To provide small group support, and one-to-one support using a range of approaches that enable participation

To work positively with any behaviours of concern that may challenge.

Administer medication if required including emergency epilepsy medication subject to receiving the necessary training.

To provide intimate personal care and support including assisting personal mobility safely using equipment; supporting meals, social activities, outings.

To support people to participate in tasks and activities that interest and engage them and develop new skills.

To keywork some people taking a lead role in ensuring outcomes, support plans and risk assessments are reviewed at least every 6 months.

To build good relationships with families, carers and other relevant professionals

To plan, organise and lead on some group and individual activities

Support members to work towards the aims of the workshop or group and be involved in the planning and production of quality goods and services

Contribute to the development of the work group through team discussions

Assist in the setting up and maintenance of equipment and tools

To work as a cooperative member of a team following agreed procedures, and contributing to professional discussions and a positive team environment

Other Tasks

To share in daily cleaning tasks and maintain safe and aesthetically pleasing working/living environments

To support and participate in the social and cultural life of the community.

To work safely and professionally according to organisational policies and procedures including Health and Safety

Liaise with families, carers and other professionals as required.

Take responsibility for professional development in line with SSSC requirements when required including; registering with the SSSC; achieving SVQ3 in Health and Social Care; and doing post registration development.

Line Management

The post holder is responsible to the group Team Leader and through them to the Day Service Manager who is the Registered Manager for the service.

Social Therapy / Social Pedagogy

The post holder will take an active interest in the principles and practical application of Social Therapy and Social Pedagogy which underpin our work and make full use of training and supervision to ensure that working practices and attitudes support Tiphereth's values and principles.

Become a member of the Protecting Vulnerable Groups (PVG) scheme.

PERSON SPECIFICATION: Day Service Co-Worker

Role Information and Specific Requirements

We are seeking a new staff member who shares our values and has the experience and skills to support adults with learning disabilities on a one-to-one basis or small group to participate in meaningful work within our day service.

The post requires someone who has a creative mind and is interested in learning new skills with our members. Together with our members with learning disabilities we aim to produce unique items for our annual fairs and for our community. We value and often focus on crafts and work around seasonal changes and preparation for specific festivals.

Ideally you would have an interest in one of the craft areas, however this is not essential. What is more important is the capacity to work positively with individuals with autism and complex needs. Our workshops include; Gardening, Pottery, Textiles, Printing, Woodwork and maintenance of our Estate.

You will need to have an ability to facilitate individuals to participate in a meaningful way in activities and work tasks.

Previous experience of working with adults with learning disabilities is essential, as is a good understanding of autism and the needs of people who use different forms of communication and a confidence in working with people with behaviour that challenges.

Essential

Values and Attitudes

A commitment to using social pedagogy and social therapy principles and practical approaches in work

A person-centred approach to supporting individuals

Valuing meaningful work

Compassionate and empathic

Experience

Experience of working or living with people with learning disabilities and/or autism (either paid or voluntary)

Experience of supporting people with a learning disability or autism

Skills and Abilities

- Interest in the skills and activities of the Day Service groups. Specifically creative with a willingness to develop skills.
- Ability to support people to develop practical skills

- Able to form good working relationships with members based on dignity, respect and good communication
- Able to provide support to a small group of people
- Able to organise and lead a small group work project
- Able to work on own initiative and carry responsibility
- Able to motivate others through enthusiasm and example
- Able to work closely with colleagues, working effectively as part of a team within agreed procedures and plans
- Able to be flexible and willing to participate in a range of activities and work with a variety of members
- Competent computer skills to update care documents
- Reasonable level of fitness to work indoors and outdoors
- Able to reflect on practice and learn from experience
- Able to provide personal care and administer medication

Desirable

- A qualification in artistic and creative activity
- Knowledge of how autism affects individuals

DAY SERVICE CO-WORKER TERMS AND CONDITIONS

Salary: £26,277.50 rising by annual increments to £28,665.00 over 6 years.

Hours: Full-time 37.5 hours per week. Part-time hours are noted in the job advert.

Monday and Thursday 0855 – 1700

Tuesday, Wednesday, Friday 0855 – 1600

Holiday: 36 days paid holiday per annum inclusive of statutory and public holidays. Every two years the holiday allowance increases by 1 day to a maximum of 40 days annual leave. Tiphereth day service is closed for 2 weeks at Christmas/New Year; 1 week at Easter; 2 weeks in July; and 1 week in October and all day service staff are required to take their holidays at the same time as these closures. This accounts for 31 days of annual leave and the other 5 days may be taken flexibly through the year. Pro rata for part-time staff.

Sick Pay: 2 weeks full pay and 2 weeks half pay increasing after 2 years to 4 weeks full and 4 weeks half.

Pension: Tiphereth operates an Auto-enrolment Pension Scheme, which you are required to join or provide an alternative Scheme. Tiphereth contributes a sum equivalent to 5% of annual gross

salary on behalf of the employee and the employee makes 4% contribution to the Scheme. Together these contributions provide a pension of 9% per annum.

Private Medical Insurance: You will have the opportunity to join Tiphereth's group Private Medical Insurance scheme after a successful probation period.

Probationary Period: All new staff are required to serve a probationary period of 6 months during which work performance will be reviewed. One week notice either side during probationary period.

Notice: 4 weeks after probationary period.