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## Role Description – Live-In House Co-ordinator

### Principal objectives

- Create and maintain a space that serves to facilitate and enliven the processes of mutual learning and personal development with students with learning disabilities.
- Support young people with their transitions to finding their place in society.
- Integrate all aspects of creating a home with students and volunteers into a large house community

### Main responsibilities

- Physical care, teaching students to look after themselves, personal care, nutrition.
- Administering medication, ensuring safe regulatory practice
- Creating and caring for the immediate home environment and supporting a harmonious and social home life.
- Caring for and organising the time environment (timetables for all members of the household).
- Stimulating and nurturing the inner life (games, conversation / communication, activities and skills).
- Providing learning situations in the wider environment (walks, excursions, budgeting, shopping, and travelling).
- Support students with money management including transparent documentation
- Familiarisation with specific therapeutic measures.
- Fostering a cultural life.
- Fostering an inclusive and accessible spiritual life.
- Assisting in education and learning.
- Write and update Support Plans and develop Study Programmes with Tutors.
- Follow The Mount policies, and engage in their development and implementation
- Co-ordinate and contribute to meetings.
- Participate in external and internal meetings.
- Train, mentor and supervise trainee co-workers; establish a team.
- Collaborate with the organisation of and attend Parents and Open Days.
- Engage in Supervision and Annual Appraisal processes.
- Commitment to the academic year timetable.
- Communication with student families and professionals

### Health and safety, Safeguarding, Equality, Diversity & Inclusion

- Commitment to the Mount policies and procedures.
- Develop and maintain safe and inclusive working practices.
- Risk assess each student for risk activities.
- Write and use risk assessments for group outings.
- Commitment to engage with all Mount working groups.

### Training Expectations

- Care Certificate/ Induction and possibly leading to a level 3 in social care
- Attend sessions of the Introduction course as and when required
- Taking part in anthroposophical training as part of conferences, courses, inset days
- To participate in any mandatory training and any training deemed necessary to further develop skills and understanding of students.

### Responsibility

The house coordinator/homemaker is responsible to the home faculty and coordinators group