



ruskinmill sunfield

JOB DESCRIPTION

JOB TITLE:	Deputy Farm Manager
LOCATION:	Sunfield Garden School and Children's Home
DEPARTMENT:	Sunfield Land Team
RESPONSIBLE TO:	Biodynamic Land Manager
FIELD OF PRACTICE:	Genius Loci, Biodynamics, Transformative Leadership (Field 1, 3 and 7)
SALARY/ GRADE:	Grade 10 £34,712 to Grade 12 £43,404
HOURS:	40 Hours per week, 52 weeks

VISION AND VALUES

The post holder will be expected to support, embrace, articulate, and work with Sunfield Garden School and Children's Home's vision, values, and purpose, which are drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is braided with practical, purposeful, and therapeutic education and a homely and nurturing living environment that supports the physical, emotional, and spiritual development of each child and young person who attends Sunfield Garden School and Children's Home. In addition, Sunfield Garden School and Children's Home supports families and carers and looks to advance public understanding through education and research.

The post holder is expected to treat each person, student, and staff with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

The post holder will be expected to travel occasionally between the Trust's sites and to and from other places as the Trust may reasonably require. Evening and weekend working will occasionally be required.

LIASON

To liaise with all staff employed by Sunfield Garden School and Children's Home, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

The purpose of this role is to support the running and ongoing development of Sunfield's biodynamic farm and land in collaboration with the Executive Principal and the Biodynamic Land Manager.

The Deputy Farm Manager will; support with the care of livestock, pasture and farm landscape, plan and lead sessions with students relating to animal husbandry and land work, support the Biodynamic Land Manager in biodynamic practice and culture in all areas of the life of the provision and support the growing and production of small scale biodynamic arable crops.

STATEMENT OF RESPONSIBILITIES

- To support the day-to-day running of the farm and to organise appropriate work for students and volunteers.
- To work with biodynamic (BD) principles and methodologies and integrate them into all aspects of the operation of the farm and wider provision to promote the biodynamic work carried out to all staff and any visitors to the site.
- To deputise for the day-to-day management across the site in accordance with current Demeter Standards and to provide regular feedback reports to the Biodynamic Land Manager.
- To be a member of the Sunfield Land Team and provide contributions and attend meetings as appropriate contributing to the strategic planning review (at least once per year) in respect of land development, production, product distribution, environmental issues etc.
- To support the health and welfare of all stock on the farm, which includes livestock breeding, rearing and finishing.
- To ensure that farm activities comply with government regulations and that all record keeping is complete and up to date; including animal movement and licenses; veterinary records; notifiable diseases; births and deaths (including ear tagging).
- To be responsible for buying supplies such as seeds, and for forage and fodder production for farm and educational use, under the direction of the Land Manager.
- To provide teaching and learning opportunities and to ensure that the curriculum offered and delivered is in line with the method of the trust and the individual needs of the children and young people.
- To understand the implications of weather and make contingency plans, as appropriate.
- To contribute to the organisation of adequate cover for the farm for any periods of absence.
- To support the maintenance needs and repair of farm buildings and machinery and equipment to high standards of safety where necessary.
- To carry out all work with a commitment to maintaining the aesthetic of the landscape to a high standard at all times.
- To ensure that the Trust's health and safety framework is followed during all activities undertaken as part of the farm operation which, includes:
 - Regular monitoring and review of potential hazards and risk assessments.
 - First aid procedure and equipment.
 - Fire precaution and equipment.
 - Manual Handling assessments.
 - COSHH regulations and assessments.
- To be committed to enhancing your own development and understanding of biodynamic farming and how this works within a Ruskin Mill Trust context.
- To communicate and negotiate with outside agencies, as appropriate.
- To support the promotion of the activities of the farm through participation in local events such as farmers' markets and through open days, volunteer days etc.
- To support the development of active, positive links with the wider community, which could include educational visits and farm walks etc.
- To develop and maintain good working relationships with neighbours of the farm and to be responsible for the notifying of and liaising with third parties who may be affected by farm operations

MANAGEMENT OF STAFF & RESOURCES

- The Deputy Farm Manager only has staff responsibility in deputising for the Land Manager in relation to land operations and for organising work for biodynamic trainees and volunteers.
- This role does not have any direct budget responsibility.

WHOLE ORGANISATION, STRATEGY & DEVELOPMENT

- Collaborate with colleagues from all departments and other relevant professionals within and beyond the organisation to secure the best outcomes for children and young people.
- Contribute to the development, implementation and evaluation of the organisation's policies, practices and procedures in such a way as to support the organisation's values and vision.

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the supervision and appraisal of your own performance.
- Take responsibility for improving your own professional development by keeping abreast of current best practices and through appropriate professional development, responding to advice and feedback from colleagues. Keep abreast of statutory frameworks that set out our professional duties and responsibilities and upskill the home team accordingly.
- Participate in arrangements for their own further training and professional development, including (but not limited to) Safeguarding, Safer Recruitment, HR Policy, Reflective Supervision, and CPI/SIT (behaviour support) training.
- Learn how to access a range of resource material to support your own and others' professional development and learning

SAFEGUARDING

- Support the school and management team to ensure there are effective child welfare and child protection processes in place and these are followed in accordance with the Sunfield Garden School and Children's Home safeguarding policy and procedures.
- Read, understand, and adhere to the Sunfield Garden School and Children's Home safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager, or any member of staff employed at Sunfield Garden School and Children's Home and how to report these in accordance with the Sunfield Garden School and Children's Home policy and procedures.
- Operate safer recruitment principles, by being actively involved in the recruitment process, including ongoing vigilance.
- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- Reflect the philosophy of our Mission Statement in their everyday practice.
- Attend and participate in staff in-service training days as directed.
- Participate in work-related continued professional development (CPD) and supervision programs and develop professional and personal skills to achieve agreed targets.
- Work cooperatively with other staff within Sunfield Garden School and Children's Home.

- Work with children and young people within Sunfield Garden School and Children's Home as and when required.
- Maintain a 'duty of candour' and be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- Be responsible for the care and development of your working area.
- May, from time to time, be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- Undertake any other duties appropriate

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Sunfield Garden school and Children's Home culture of safe working practices for adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the school including the Sunfield Safeguarding (Child Protection) Policy and Procedure.

GDPR and Data Protection Act - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to GDPR 2018 and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity - The post holder will be required to comply with and maintain awareness of Sunfield Garden School and Children's Home policies relating to Equality and Diversity.

Health and Safety - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Garden School Children's Home policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

PERSON SPECIFICATION

Deputy Farm Manager

ESSENTIAL	DESIRABLE
Qualifications	
GCSE or equivalent English and Mathematics at Grade C or above.	Full, clean driving licence.
Evidence of commitment to own continuous professional development.	Trained and recognised as a Biodynamic practitioner or be willing to undertake Ruskin Mill Trust's accredited biodynamic training.
Evidence of recent safeguarding training.	Holds a recognised teaching qualification of level 4 or above
Experience/ Knowledge	
Experience of caring for and managing for livestock to a small holding level	Experience of working with young people or adults with special educational needs and/or behaviours that challenge.
Practically based with a competent level of land-based skills	Knowledge of Rudolf Steiner Holistic Education
A good understanding of biodynamic / and or organic farming principles	
Experience of leading groups in land-based work	
Knowledge of Health and Safety Regulations.	
Skills and Abilities	
A strong interest and passion for enabling young people with complex needs including Autism to learn and develop.	Experience of working within a complex organisation
Competent in using basic ICT	
Ability to support, motivate and inspire colleagues by leading through example.	
High level of personal resilience.	
Willingness to work outside of school hours (including some weekends) to support animal care and seasonal activity	
High level of emotional and social intelligence	