

# TRUSTEE

## Recruitment Pack





## WHO WE ARE

### Overview

Camphill Wakefield is a specialist college for young people with special educational needs and disabilities. We are dedicated to creating a thriving and inclusive community that empowers individuals with special educational needs and disabilities to lead fulfilling lives.

### Mission

Our mission is “to empower and inspire young people by providing a practical and purposeful, vocational and creative environment.” We foster a sense of belonging, dignity and purpose for all students and work to develop each student’s agency. We believe that every individual deserves the opportunity to grow, learn and be embraced for their abilities, regardless of their challenges.

Our community is a hub of activity, where students participate in a wide range of workshops and meaningful work opportunities. From art and crafts to gardening and animal care, our students engage in activities that ignite their creativity, build practical skills and instil a sense of accomplishment. We believe in the transformative power of purposeful work, providing students with meaningful roles and responsibilities that contribute to the functioning of our community,

### Values

Our values are:

- **Equality and Inclusion**  
We value and celebrate diversity, championing equality and inclusion in everything we do.
- **Safety and Wellbeing**  
We are committed to creating an environment where everyone feels safe, comfortable and respected.
- **Community and Responsibility**  
We work together as a supportive community, striving to reach our full potential and acting as a responsible partner to the wider community.
- **Acceptance and Respect**  
We appreciate, respect and accept everyone for who they are.
- **Support and Empowerment**  
We are dedicated to empowering others, offering support that builds confidence and fosters growth.
- **Independence**  
We encourage and support steps towards independence, recognising the importance of self-determination.
- **Person-Centre Approach**  
We place individuals at the heart of everything we do, prioritising their unique needs, goals and aspirations.

## **OUR SERVICES**

Camphill Wakefield is situated in 34 acres of fields and woodland on the outskirts of Wakefield with around 70 education students, 30 Day Services graduates and 100 staff. The site consists of a range of buildings including an Education Hub with workshops for small animals, art, pottery and Maths and English, a Life Skills hub, an Enterprise Hub, an Employability Hub and a Digital Workshop, a space for drama, singing and events, a large horticulture garden and working stables and equine facilities used by Riding for the Disabled.

### **Education**

At Camphill Wakefield, we are dedicated to providing high quality education. We recognise that every individual has unique abilities, challenges, and learning styles. Our curriculum is carefully designed to offer personalised and purposeful educational journeys for young adults with special educational needs and disabilities. Each of our curriculum pathways, Communication, Independence and Employability, respond to the diverse learning needs, strengths and aspirations of our students. These pathways are bespoke and dynamic, ensuring that every learner receives a meaningful and appropriate education, aligned with their individual goals and potential.

Each student joins one of the three learning pathways best suited to support their individual needs and aspirations. The admissions and transitions team work with the student to choose this initial pathway.

### **Communication Pathway**

This pathway supports our students to become confident, responsible and empowered communicators. It helps them develop the skills to express themselves, understand others and communicate with the wider world with confidence and emotional resilience. The Communication Pathway study programme comprises of Life Skills, PSHE, Enterprise Workshops, Functional Skills, Enrichment and Health & Fitness.

Destinations from this pathway include the Independence Pathway, adult social care, supported living, further learning and volunteer work.

### **Independence Pathway**

The Independence Pathway curriculum prepares our students to become responsible, confident and empowered adults. It helps them build the independence and work-related skills they need to take part in the wider world with confidence, emotional resilience, and a strong sense of ownership over their future.

Typical destinations from the Independence Pathway include the Employability Pathway, further study, adult social care, supported living, independent living, volunteer work and supported internships.

### **Employability Pathway**

The Employability curriculum prepares our students to understand their future options, make informed choices and feel confident about the steps ahead. The Employability study programme consists of Life Skills, PSHE, Employability Skills, Maths & English, Enterprise and Work Placement and Digital Skills.

The curriculum helps students prepare for successful transitions into positive destinations including paid employment, independent living, volunteer work, apprenticeships and supported internships. It develops responsible, accountable and empowered young adults, who have the independence and work-related skills to navigate the wider world with confidence.

Sessions at Camphill are led by highly effective specialist staff with a wide range of teaching knowledge and SEND experience. Our curriculum pathways respond to the diverse learning needs, strengths and aspirations of our students. The pathways are bespoke and dynamic, ensuring that every student receives a meaningful and appropriate education, aligned with their individual goals and potential. Each student's bespoke study programme is adapted to meet their identified outcomes. Effective, ongoing assessment is used to ensure that students are making progress from their starting points in their personal outcomes. Each student is aware of their targets, what they are working towards and how well they are progressing.



## Day Services

Camphill Wakefield offers Day Services provision Monday to Friday from 9.00am to 3.30pm for adults aged 18 and over. This service is designed for individuals who have completed their formal education, providing meaningful, person-centred activities both on site and in the wider community. The service is based in Hibernia, a welcoming and well-equipped building.

Day Services Graduates access a range of activities including life skills, gardening, small animal care, multi-crafts, voluntary work placements, cookery sessions, sensory play, drama sessions, fitness and wellbeing, working in our onsite café and shops.

Our community access coordinator supports Graduates to take part in community-based volunteering including local environmental initiatives, foodbank support and work on community allotments. Graduates regularly visit local supermarkets to complete shopping tasks that support cooking and craft activities. They are also actively involved in planning leisure activities such as cinema trips, bowling and nature walks.

## THE ORGANISATION

Pennine Camphill Community Ltd (trading as Camphill Wakefield) is a charitable company, limited by guarantee without share capital, subject to company law and is a not-for profit organisation. The Senior Leadership Team, with the CEO at its helm, lead and manage the organisation on a day-to-day basis. The CEO is accountable to the Board of Trustees, led by the Chair of Trustees. Trustees, who are appointed on a voluntary basis, are drawn from the public and private sector and bring significant experience and expertise from a range of organisations including both mainstream and SEND education, health and social care and the retail sector. Our rules and methods of operation are set out in the published Articles of Association.

## TRUSTEE ROLE

Trustees provide independent points of view and bear collective responsibility to ensure Camphill Wakefield operates with effective control, accountability and high standards of conduct and probity.

Our Board currently consists of seven Trustees and we are looking to expand this number. We are particularly interested in people with experience in the areas listed below but open to applications from individuals who can bring skills, knowledge and experience from other areas.

- Education ideally with a lived experience of SEND, particularly including being a parent/carer of a young person with SEND.
- Care
- Clinical Therapies sector – SALT/OT/SEMH
- Financial & Risk Management
- Marketing
- HR
- Fundraising
- Digital Technology
- Facilities Management/Health and Safety
- Ecology, biodiversity and sustainability

## Trustee Responsibilities

The key responsibilities of being a Trustee at Camphill are:

- To develop and maintain a sound and up-to-date knowledge of Camphill Wakefield and its environment, including an understanding of how the organisation operates on a day-to-day basis and the external environment within which it operates.
- To formulate and regularly review Camphill Wakefield's vision, values, strategic objectives and plans.
- To regularly review Camphill Wakefield's performance against its vision and objectives.
- To ensure that Camphill Wakefield complies with all regulatory and statutory requirement ensuring that relevant policies are in place and these are approved and reviewed on a scheduled basis.
- Ensure that all risks to the organisation are identified and managed.

- Provide a checking mechanism to ensure that financial controls and risk management systems are robust and defensible and that the Board is kept fully informed through timely and relevant information.
- To exercise overall control over Camphill Wakefield's financial affairs.
- To attend all appropriate meetings and prepare for these meetings by reading papers and completing any tasks/actions assigned to them in the agreed time.
- To actively participate in meetings contributing in a considered and constructive way, providing challenge where needed.
- To actively contribute towards improving the governance of the Board of Trustees, participating in board reviews and sharing ideas for improvement with the Board.
- To participate in induction and relevant training.

The Chief Executive reports to the Board and the Senior Leadership Team regularly engage with it.

### **Trustee skills and qualities**

Trustees need to have a strong interest in SEND education and social care, although specialist knowledge of the sector is not required. They should be able to demonstrate:

- Strategic vision and a commitment to Camphill Wakefield's vision and values.
- Ability both to support and hold the CEO and senior Team to account.
- Effective influencing and communication, a high level of ability to gain support and influence, combined with a clear understanding of the political context.
- A commitment to promoting equality and diversity.
- A commitment to quality and raising standards.
- A willingness to promote the College within the community it serves and act as an ambassador for the organisation.
- An ability to work positively with others and to contribute as a member of a team.
- An ability to make reasoned decisions and to act honestly, diligently and in good faith.
- An ability to contribute to establishing performance targets and the monitoring of performance against these.
- Commitment to devoting the necessary time and effort to Camphill Wakefield.
- A willingness to participate in relevant training.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee including Nolan's seven principles of public life.

Individuals selected will become Trustees under charity law and company directors under company law.

### **Terms of appointment and time commitment**

The Chair of Trustees will be appointed for a term of 3 years with re-election following this period of time if they wish to continue.

The role of Chair of Trustees is a voluntary one and is not remunerated. Reasonable expenses will be paid which may include travel expenses incurred in attending external training courses or meetings.

The Board of Trustees meet once every half-term. Trustees are usually required to participate in one or more committees which typically meet between 3 and 6 times a year. The current structure is outlined below:



Trustees are also encouraged to actively engage with the organisation outside of formal meetings, including supporting the CEO and Senior Leadership Team and attending events with key stakeholders.

All Trustees are required to abide by the Trustee Code of Conduct and will be asked to sign this on appointment.

### **How to Apply**

To apply please complete the application form and equality and diversity monitoring form, the link to which is on our website. If you would like to discuss the role further, have any questions or would like to have a conversation with an existing Trustee please contact, in the first instance, the Governance and Policy Officer, Deborah Archer by email at [deborah.archer@camphill.ac.uk](mailto:deborah.archer@camphill.ac.uk) or by phone on 07455 849559.