



CHAIR OF TRUSTEES

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.

CHAIR OF TRUSTEES ROLE DESCRIPTION

Role Purpose & responsibilities

To provide leadership to the Board of Trustees, ensuring that the Board fulfils its functions well and to work closely with the CEO to support, advise and help shape proposals to be discussed at board meetings, ensuring the focus is strategic.

Leading governance

- Ensure the board and CEO have a shared vision and sense of purpose
- Ensure the board sets a clear vision and strategy Camphill Wakefield
- Lead the board in monitoring the implementation of the strategy
- Set the culture of the board, balancing and valuing the support and challenge responsibilities, the generative and fiduciary modes of operation
- Ensure the board acts as a team
- Where required, represent the governing board in its dealings with external partners and be an advocate Camphill Wakefield
- Attend events at Camphill Wakefield as appropriate (performances, graduation, open days) and encourage other trustees to do so

Leading and developing the team of trustees

- Ensure the board has the required skills and commitment to govern well, and that identified skills gaps are filled
- Ensure a diverse team that reflects the communities served with a mix of new and experienced members and a variety of backgrounds
- Ensure all members of the board have a thorough understanding of their role and receive appropriate induction and training as required
- Encourage the board and individual board members to conduct annual self-evaluation
- Ensure that board members are involved and feel valued
- Carry out a performance review of each board member (or delegate this to the vice chair)
- Encourage the development of board members
- Model and reinforce the board's agreed code of conduct
- Develop a good working relationship with the vice chair, ensuring they are kept fully informed and delegate tasks as appropriate
- Ensure there is a plan for succession for the chair, vice chair and any committee chairs

Working with the CEO

- Build a professional relationship with the CEO that allows for honest conversations, acting as a sounding board and ensuring there are no surprises at meetings
- Ensure there are transparent and effective processes for the recruitment and induction of the CEO and executive leaders
- Ensure appropriate trustee involvement in recruiting other executive leaders
- Ensure all board members concentrate on their strategic role and hold the CEO to account
- Ensure that college leaders provide information that allows the board to fulfil its function
- Oversee and participate in the CEO's progress reviews and appraisal ensuring that appropriate continuing professional development (CPD) is provided.
- Ensure the workload and wellbeing of the CEO and executive leaders is considered
- Ensure the CEO provides staff with an understanding of the role of the board of trustees and acts as a link between the two

Leading Improvement

- Ensure the board is involved at a strategic level in the Camphill Wakefield's self-evaluation process and that this feeds into its key priorities
- Ensure the board's business is focused on the strategic priorities
- Ensure the board has the information it needs to monitor the progress of students and consider appropriate actions to improve outcomes
- Ensure the board has a good knowledge of Camphill Wakefield
- Ensure there are mechanisms in place to listen to the views of parents, students, graduates and staff

Leading board of trustee business

- Ensure the board of trustees appoints a governance professional capable of advising the board on its functions and relevant procedure and that they are appraised and developed
- Collaborate with the governance professional to establish effective working procedures and, where relevant, sound committee structures
- Work with the governance professional and the CEO to plan for board meetings, ensuring that agendas focus on the board's key responsibilities and strategic priorities and avoid unnecessary paperwork
- Chair meetings effectively, promoting an open culture that allows ideas and discussion to thrive whilst ensuring clear decisions are reached as quickly as possible
- Ensure that decisions taken at the meetings of the board of trustees are implemented
- Ensure that effective arrangements are in place for dealing with complaints made to the board of trustees under the adopted complaints policy and procedure
- Ensure that effective arrangements are in place for dealing with employment matters (e.g. disciplinary, grievance, capability) under the adopted procedures of Camphill Wakefield

Skills and qualities

Candidates for the role of Chair should be able to demonstrate the following:

- Strategic vision and a commitment to Camphill Wakefield's vision and values
- Ability both to support and hold the CEO and senior leadership 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
- Ability to chair meetings well, encouraging debate and facilitating decision making
- A commitment to promoting equality and diversity
- A commitment to quality and raising standards
- A willingness to promote Camphill Wakefield within the community it serves and act as an ambassador for the organisation
- An ability to work positively with others, to build and get the best out of a team while addressing any skills or experience gaps
- 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

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 or by phone on 07455 849559.

