

School for Parents Job Description



Job description: Conductor

Job Title	Conductor
Category of Staff	Permanent
Reporting to	Operations and Development Manager
Responsible for	No Line Management Responsibilities
Location	Nottingham
Hours of Working	35 hrs (38.5 hr week)
Salary FTE	£20,000 - £28,000 (depending on experience)
Holidays	13 weeks
Notice Period	8 weeks
Probation Period	6 months

Service Description

School for Parents is a centre that provides a range of services to help babies and children with mobility and communication problems to develop the skills they need to thrive and achieve their potential. Our work encourages the development of motor, sensory and self-help skills such as sitting; standing; touching; listening; looking; eating and playing. Our work is inspired by the principles and practices of Conductive Education, developed at the Peto Institute in Hungary. This approach places the parent firmly at the forefront of their child's education, encouraging the child's personality to develop alongside their mother or father. The age range of children attending our service is between 6 months to 11 years of age and groups are conducted with parents present thus ensuring a collaborative and partnership working approach

For more information about School for Parents please visit: www.schoolforparents.org

Job Purpose

The Conductor will support and assist the Lead Conductor within all areas relating to the planning, delivery, management and evaluation of educational programmes that are provided at School for Parents.

School for Parents Job Description

This role involves working within the following:

- Tuesday – Pre-School Service 8.30 am – 4.30 pm
- Wednesday – Pre-School Service 9 am – 4.30 pm
- Thursday – Pre-School Service 8.30 am – 4.30 pm
- Friday – Pre-School Service 9 am – 4.30 pm
- Saturday – Gym Club 9 am – 3.30 pm

We are seeking an experienced conductor, but will consider applications from newly qualified trainees who display a positive attitude and commitment to our service.

Roles & Responsibilities

Specific Responsibilities

1. To promote School for Parents ethos and the principles and practices of Conductive Education within the group environment and when liaising with other agencies
2. To report to the Lead Conductor and Operations & Development Manager on a regular basis
3. To support the Lead Conductor with all new assessments into the service including completing 1:1 assessments for all new children referred into the service
4. To directly deliver educational programmes to a number of groups throughout the week.
5. To support the Lead Conductor with setting termly individual educational plans and goals for each child
6. To liaise with parents regarding the educational needs of all children attending School for Parents
7. To work alongside the Lead Conductor and Operations & Development Manager in the strategic planning of School for Parents
8. To advise and support the Team Leader and Senior Team Member in developing and establishing new educational programmes
9. To support the Lead Conductor in implementing the Early Years Foundation Stage curriculum across School for Parents
10. To liaise with other educational and health professionals regarding the development of children in School for Parents
11. To contribute to reports and other documentation including all documentation required when providing evidence towards statutory assessments of individual children
12. To support the Lead Conductor in developing staff and parents training programmes and information packages
13. To support the Lead Conductor in monitoring and coordinating all children's risk assessments
14. To support the Lead Conductor in the preparation of Transitional Reports for children leaving School for Parents
15. To attend inset / training days provided by School for Parents

General Responsibilities

1. To provide a stimulating, safe and tidy learning environment for all families attending our service and maintain this on a daily basis
2. To participate in an effective and continuous development process, taking responsibility and ownership for your own personal development
3. Contribute to the protection of individuals from the risk of abuse and harm to self

School for Parents Job Description

4. Present a positive image of self and the service when communicating with a range of people
5. To work in accordance with operational policies and procedures
6. Comply with legal and regulatory requirements such as provisions set out in the Data Protection Act 1998 and Health and Safety at Work Act 1974
7. Be proactive in reporting any issues that may put health, safety and security at risk and to seek appropriate help as necessary.
8. Support equality and value diversity and recognise people's rights in accordance with legislation, policies and procedures.
9. To be able to record accurately and concisely on files
10. To be able to use basic computer & ICT packages
11. To work as a team member, sharing information and supporting colleagues
12. To constructively share views and suggestions to improve the service

This list of duties and responsibilities is not intended to be exhaustive. The successful applicant will be expected to adopt additional tasks when required; in keeping with the general profile of the role

Conductor Person Specification

Area	Competency	Essential	Desirable
Qualifications	Hold a relevant qualification in Conductive Education	√	
Skills and Abilities	Must have excellent communication and listening skills	√	
	Must be able to communicate effectively both in writing and verbally	√	
	Must be able to present written information in a structured and accessible manner which is appropriate to the needs of the reader	√	
	Must be able to complete and collate information from child and parental outcome surveys	√	
	Must be able to develop and implement education plans for each child that is reflective of their individual needs	√	
	Must be able to complete 1:1 assessments with children with a range of disabilities		√
	Must be able to complete Risk Assessments for individual children and associated groups		√
Experience	Experience of working with children with a range of disabilities, specifically children aged between 6 months to 11 years of age	√	

School for Parents Job Description

	Experience of working within children's educational services		√
	Experience of working as a Conductor within children's services (including as a trainee)	√	
	Experience of developing or informing the development of children's individual educational plans		√
	Experience of working with disabled children with a range of communication needs (including as a trainee)	√	
	Experience of completing / contributing to a range of external reports, including Education and Health Care Plans		√
Knowledge	Knowledge of Safeguarding Policies and Procedures	√	
	Knowledge of the physical, emotional and educational needs of children with a range of disabilities	√	
	Knowledge of a range of disabilities that children may experience	√	
	Knowledge of legislation for children with a range of disabilities including the Children's Act		√
	Knowledge of statutory Education and Health Care Plans		√
	Knowledge of child development and early year's education (EYFS)	√	
	Knowledge of family participation and involvement	√	
Personal Attributes	Must be creative and skilled at problem solving	√	
	Must be able to lone work and work as part of a team	√	
	Must be able to develop and maintain a range of positive relationships, specifically with team members, children, families and professionals	√	
	Must be able to manage time and a varying workload	√	
	Must be honest, reliable and accountable	√	
	Must be enthusiastic, committed and passionate about improving	√	

School for Parents Job Description

	the lives of disabled children		
	Must be competent with a range of IT packages	√	

We particularly welcome applications from disabled people and parents of disabled children

Please send a copy of your CV and a covering letter to
claire.richmond@schoolforparents.org

Closing date for applications is 8 August 2016

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www.schoolforparents.org

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