

# Footprints CEC Job Description

<b>Job Title</b>	Student Multi-Disciplinary Conductor
<b>Category of Staff</b>	Education Team
<b>Reporting to</b>	Lead Conductor
<b>Responsible for</b>	No Line Management Responsibilities
<b>Location</b>	Nottingham
<b>Hours of Working</b>	Full-time (part-time hours considered)
<b>Salary FTE</b>	Multi-Disciplinary Conductor (Level 7) Training programme paid for, plus training salary of £18,520. Then qualified Junior Conductor salary scale of £23,000- £28,000
<b>Holidays</b>	Thirteen Weeks – taken only during Footprints CEC holidays
<b>Notice Period</b>	Eight Weeks. However, as this is a training post, if the post holder leaves within two years of qualification, Footprints CEC reserves the right to claim back the training cost.
<b>Probation Period</b>	Six Months

## Service Description

Footprints is a Conductive Education 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 explore 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.

Footprints CEC is committed to safeguarding and promoting children and young people's welfare and expects all staff and volunteers to share this commitment.

For more information about Footprints Conductive Education Centre, please visit: [www.footprintscec.org](http://www.footprintscec.org)

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## Job Purpose

This is a unique training opportunity for an individual with a relevant first degree<sup>1</sup> to undertake the Multi-Disciplinary Conductor qualification. You will undertake four blocks of study over two years. Each block contains 200 hours of conductive practice working alongside an experienced conductor at Footprints. You will also attend the Conductive NICE – Centre for Movement Disorders College (COVID permitting) for theoretical input over this time and your tutor will visit you in practice.

Initially, the Student Multi-Disciplinary Conductor will support and assist the Education Team within all areas of activity that are provided at Footprints — eventually taking a lead planning for, delivering, managing and evaluating educational programmes for their own groups and key children.

This role involves working within the following:

- Tuesday – Pre-School Service
- Wednesday – Pre-School Service
- Thursday – Pre-School Service
- Friday – Pre-School Service
- Saturday – Gym Club/Pre-School Service

## Roles & Responsibilities

### *Specific Responsibilities*

1. To facilitate learning in conductive groups alongside a qualified Conductor or the Conductor Assistants
2. To facilitate and lead small groups of children (initially and during training, under supervision of a conductor or Team Leader in a task series)
3. To work within the guidelines of the Conductive Education ethos  
<http://www.cepeg.org.uk/2012/02/professional-standards-for-conductors-in-the-uk/>
4. To support the work of the Conductors and Conductor Assistants and to use dynamic and conductive observation of the group and individuals in sessions
5. To create in learners the satisfaction, intension and motivation required for self-activated learning
6. To set up classrooms with equipment; furniture and teaching resources
7. To follow room plans as set out by lead staff, eventually directing others to follow own room plans
8. To learn each child's method of facilitation and individual objectives
9. To support each child to meet their individual objectives and contribute to the preparation of new objectives for key children and keep records of achievements for them
10. To effectively communicate with children and parents throughout the session providing support, praise and encouragement
11. To enable the child and parent to learn to increase levels of independence with each task
12. To tidy away at the end of the session including cleaning equipment and toys and putting things away in storage cupboards
13. To provide practical and emotional support to parents attending Footprints CEC
14. To report to the Lead Conductor and Manager regularly
15. To support the Lead Conductor with all new assessments into the service, including completing 1:1 evaluation for all new children referred to Footprints CEC
16. To directly deliver educational programmes to several groups throughout the week.

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<sup>1</sup> For example, but not limited to: nursing, physiotherapy, occupational therapy, teaching etc

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17. To support the Lead Conductor with setting termly individual educational plans and goals and evaluations for each child
18. To liaise with parents regarding the educational needs of all children attending Footprints CEC
19. To support the education team in implementing the Early Years Foundation Stage curriculum across Footprints CEC
20. To liaise with other educational and health professionals regarding the development of children in Footprints CEC
21. To contribute to reports and other documentation including all documentation required when providing evidence towards statutory assessments of individual children
22. To support the education team in developing staff and parents training programmes and information packages

### *General Responsibilities*

23. To successfully complete the formal Multi-Disciplinary Conductor training programme within two years
24. To value and respect the potential for development and change in all children with motor disorders
25. To know the boundaries of your professional competence and define your practice accordingly
26. To participate in an effective and continuous development process, taking responsibility and ownership for your own professional development
27. Contribute to the protection of individuals from the risk of abuse and harm
28. Present a positive image of self and the service when communicating with a range of people
29. To work in accordance with Footprints CEC operational policies and procedures
30. 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)
31. Be proactive in reporting any issues that may put health, safety and security at risk and to seek appropriate help as necessary.
32. Support equality and value diversity and recognise people's rights in accordance with legislation, policies and procedures.
33. Value people as individuals by acknowledging and recognising people's express beliefs, preferences and choices.

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- 34.** To be able to record accurately and concisely on files
- 35.** To be able to use basic computer & ICT packages
- 36.** To work as a team member, sharing information and supporting colleagues
- 37.** To constructively share views and suggestions to improve the Footprints service
- 38.** To actively participate in inset/training days

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.

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### Student Multi-disciplinary Conductor Person Specification

Area	Competency	Essential	Desirable
<b>Qualifications</b>	Hold a relevant first degree in an area such as health or education	√	
<b>Skills and Abilities</b>	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	√	
<b>Experience</b>	Experience of working with children with a range of disabilities, specifically children aged between 6 months to 11 years of age		√
	Experience of working within children's educational services		√
	Experience of working with disabled children with a range of communication needs		√
	Experience of completing / contributing to a range of external reports, including Education and Health Care Plans		√
<b>Knowledge</b>	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		√

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	Knowledge of statutory Education and Health Care Plans		√
	Knowledge of child development and early year's education (EYFS)		√
	Knowledge of family participation and involvement		√
<b>Personal Attributes</b>	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 the life's of disabled children	√	
	Must be competent with a range of IT packages	√	

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