

Footprints Conductive Education Centre

Classroom Assistant

Job Title	Classroom Assistant
Category of Staff	Permanent
Reporting to	Head of Service
Responsible for	No line management responsibilities
Location	Nottingham
Hours of Working	Full-time Tuesday – Saturday (38.5 hrs)
Salary	In line with minimum wage
Holidays	13 Weeks
Notice Period	8 Weeks
Probation Period	6 Months

Service Description

Footprints Conductive Education Centre is a charity that provides a range of services to help babies and children with mobility and communication difficulties to develop the skills they need to thrive and achieve their potential. Our work is inspired by the principles and practices of Conductive Education, a holistic education approach developed at the Pető Institute in Hungary, used to help children with disabilities consciously learn the life skills that come more naturally to others. Our work encourages the development of motor, sensory and self-help skills such as sitting, standing, touching, listening, looking, eating, and playing. The age range of children attending our service is between 6 months to 11 years of age and group sessions are conducted with parents present, ensuring a collaborative partnership working approach. For more information about Footprints, please visit:

www.footprintscec.org.

Job Purpose

The Classroom Assistant will support and assist the Conductors/Conductor Assistants within all areas relating to the planning, delivery, management and evaluation of educational programmes that are provided at Footprints.

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 and Responsibilities

Specific Responsibilities

- To facilitate learning in conductive groups alongside a qualified conductor
- Work with small groups of children and parents under supervision of a conductor in a task series
- Work with children conductively doing everyday living skills
- To support the work of the conductors and conductor assistants
- To observe and facilitate learners with guidance from conductors
- To create in our learners, the satisfaction, intention and motivation required for self-activated learning
- To set up classrooms with equipment, furniture and teaching resources
- To follow room plans as set out by staff
- To learn each individual child's preferred method of facilitation and individual objectives within key groups
- To support each individual child to meet their individual objectives
- To use the communication aids/means of individual children appropriately
- To effectively communicate with children and parents throughout the session providing support, praise, and encouragement
- To enable the child and parent to learn with the aim of increasing levels of independence with each task

- To tidy away at the end of the session, including cleaning equipment and toys, putting things away in storage cupboards and washing up snack equipment
- To create resources for the children as directed by the conductors/conductor assistants
- To provide practical and emotional support to parents attending Footprints

General Responsibilities

- Value and respect the potential for development and change in all children with motor disorders
- Know the boundaries of your role and define your practice accordingly
- Participate in an effective and continuous development process, taking responsibility and ownership for your own professional development
- Contribute to the protection of individuals from the risk of abuse and harm
- Present a positive image of self and the service when communicating with a range of people
- Work in accordance with Footprints' operational policies and procedures
- 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
- Be proactive in reporting any issues that may put health, safety and security at risk and to seek appropriate help as necessary
- Support equality, value diversity, and recognise people's rights in accordance with legislation, policies and procedures
- Value people as individuals by acknowledging and recognising their express beliefs, preferences and choices

- Record information accurately and concisely on files
- Use basic computer & ICT packages
- Work as a team member, sharing information and supporting colleagues
- Constructively share views and suggestions to improve the service
- 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. We particularly welcome applications from disabled people and parents of disabled children

Classroom Assistant Person Specification

Area	Competency	Essential	Desirable
Qualifications	Level two qualification in Education or Child Development		X
Skills and Abilities	Must have excellent communication and listening skills	X	
	Must be able to communicate effectively verbally and in writing	X	
	Must be able to develop, sustain and enhance relationships with disabled children	X	
	Must be able to develop, sustain and enhance relationships with parents / families of disabled children	X	
Experience	Two years' experience of working / volunteering within children's educational/healthcare services	X	
Knowledge	Knowledge of Safeguarding Policies and Procedures	X	
	Knowledge of the physical, emotional and educational needs of children with a range of disabilities	X	
	Knowledge of a range of disabilities that children may experience		X
	Knowledge of statutory Education and Health Care Plans		X

	Knowledge of child development and early years education (EYFS)		X
Personal Attributes	Must be creative and skilled at problem solving	X	
	Must be able to work alone and as part of a team	X	
	Must be able to develop and maintain a range of positive relationships, specifically with team members, children, families and professionals	X	
	Must be able to manage your time and a varying workload	X	
	Must be honest, reliable and accountable	X	
	Must be enthusiastic, committed and passionate about improving the lives of disabled children	X	
	Must be competent with a range of IT packages	X	

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