

Job Description

Job Title: Conductor – Early Intervention and Sessional Services ('EISS')

Responsible to: Conductor in Charge and Head of School

Hours: Full-time, 38 hours per week working Tuesday to Saturday

Location: 143 Coppetts Road, London N10 1JP

The successful applicant for this post must obtain an Enhanced Disclosure from the DBS before taking up this position.

Purpose of the Job

- To be responsible for ensuring there is an excellent adequate level of understanding and an the application of a Conductive Education ethos and key principles within our EISS team
- To contribute to the assessment of children's needs and abilities in order to identify appropriate and functional targets
- To contribute to the design and delivery of a series of intensive motor programmes to address the needs of each child within each EISS group
- To contribute to the organization and carrying out the assessment of new children who apply to join our EISS provision
- To provide a welcoming atmosphere for parents and families, advising them on matters relating to their child's progress, achievements, development and conduct as and when required.
- To participate in joint working with other school-based professionals such as OT, SLT
- To contribute to the day-to-day organization and management of the sessions
- To contribute to the planning, organizing and delivery of Intensive Holiday Sessions
- To be responsible as a team member for providing effective support for the other members of the team, sharing expertise and specific knowledge gained in order to promote and enhance the overall development of the service provision.
- To be responsible along with all other members of the staff team for the observance and implementation of all the Trust's policies and in particular to share the Trust's commitment to safeguard and promote the welfare of the children who attend the centre.

Relationships

- The Conductor is responsible to the Conductor in Charge of EISS, Dorrotya Kiss and the Head of School, Finn Emmerson.
- The Conductor in Charge is responsible for providing support and line managing the Conductor within the EISS Services

Main Responsibilities

- To contribute to the planning, implementation and delivery of conductive education appropriately with reference to current best practice and in accordance with the Trust's specific policies.
- To contribute to the assessment of children applying to our EISS provision.
- To contribute to the assessment, recording and reporting on children's achievements and progress in accordance with the agreed arrangements within the Trust.
- To contribute to the planning and implementation of the individual and group programmes for the children covering all aspects of their development.
- To participate in and share responsibility for creating and maintaining an appropriate learning environment for the children that is relevant to their age and needs.
- To assist in delivering our Outreach Services - as and when appropriate - , which include the provision of support for children who attend our EISS groups in either their mainstream nurseries or schools and developing contacts with other SEN groups such as the local Challenge groups.
- To help with organizing and running the Holiday block sessions for one week during one of the school breaks and two weeks for the Summer Holiday Block Sessions, as agreed with the Conductor in Charge.
- To provide information for families about the assessment of the children's progress and development within the group sessions.
- To provide a welcoming atmosphere for parents and families
- To attend and contribute to meetings and discussions relating to children's progress and development and the work of the Trust as a whole with a view to improving our service provision.
- To be aware of the Health & Safety codes of practice and the Trust's Child Protection Policy to ensure the health, well- being and safety of the children, parents and staff whilst performing the duties required of the post.
- To be aware of and comply with the Trust's current policies and procedures in all other areas.
- To carry out such other duties as may be reasonably required by the Trust from the post holder.

Training & Development

- To attend and contribute to in-service training programmes.
- To share expertise and specific knowledge gained with other members of the team, and to attend regular 'Professional meetings' with clinical peers.
- To maintain an active interest in new developments in education and to be willing to attend courses elsewhere in line with individual and group professional development programmes.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time in line with changing circumstances.

Person Specification

Post	Conductor/Team Member
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Criteria	Minimum and/or essential Requirements	Desirable requirements
Education & Formal Qualifications	<p>Recognised Qualification in Conductive Education e.g. Dip CE (Peto Institute) or similar.</p> <p>Excellent verbal & written English</p>	
Experience in relation to job description	<p>Experience of planning, implementing, and delivering Conductive Education programmes.</p> <p>Experience of recording and reporting on children's progress.</p> <p>Experience of working closely with and establishing good relationships with parents and families.</p>	<p>Experience of the UK's Foundation Stage or National Curriculum subjects.</p> <p>Experience of working in a conductive education centre setting within the UK.</p>

	<p>Ability to develop good working relationships with other members of staff and to work successfully as a team member.</p> <p>Ability to be responsible, along with all staff members for the promoting and safeguarding the welfare of the children.</p>	
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