



Job Description

Job Title: Lead Conductor

Reports to: Head of Conductive Education

Hours of work: Between 9.00 – 18.00 (35 hours per week)

*Term time only - Halton School holidays are followed. The summer term will not finish until 31st July.

Salary: £28,000

Benefits: Employer contributory pension, 48 days annual leave during centre holidays (plus bank holidays and your birthday), salary sacrifice travel loan and childcare vouchers scheme

Location: Runcorn

About Stick 'n' Step

Stick 'n' Step provide free conductive education sessions to children with cerebral palsy. Our support improves mobility, independence and boosts self-confidence, enabling each child to reach their personal potential.

Over the last five years Stick 'n' Step has embarked on an ambitious plan to double the number of families we support. The charity has successfully established a second centre in Runcorn, and currently serve over 90 families from across the North West of England. Our Runcorn centre is set to further expand and in order to implement our growth plans, to achieve this we need to strengthen the leadership capacity of the classroom team. This is an exciting time to join Stick 'n' Step and we are looking for someone who has the desire to develop and grow as part of our thriving organisation.

About the role

Based in Stick 'n' Step's Runcorn centre, the post holder will oversee the day-to-day functioning of the entire classroom team, including conductors, classroom assistants and volunteers, as well as plan, lead and deliver conductive education programmes.

This post is funded by the National Lottery through the Big Lottery Fund.



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Key responsibilities

1. Leading the CE Team

Under the guidance of the Head of Conductive Education:

- a) Oversee the day-to-day delivery of CE sessions, ensuring that organisational goals with regards to the number of children are achieved:
 - Conduct assessments;
 - Co-ordinate new admissions;
 - Oversee the session timetables;
 - Oversee staff scheduling;
 - Support the promotion of the service through specific events and outreach activities.

- b) Ensure the quality of service provision:
 - Assume responsibility for the development of all complex programmes, ICF targets and reports for every child, through delegation within the key worker system;
 - Oversee topic selection, as well as the integration of the EYFS and the National Curriculum into all sessions;
 - In line with organisational procedures, oversee the ordering and purchasing of equipment and other educational materials, within the classroom budget;
 - Support the classroom team, including conductors, assistants and volunteers: informally through sharing expertise, case discussions, on-the-job training, and formally through conducting supervision meetings, appraisals, induction of new staff members and coordinating training programmes;
 - Assume responsibility for meeting the highest possible standards of legislative requirements, including, but not limited to risk assessments, health and safety, manual handling, data management, etc.
 - Act as the Designated Safeguarding Lead of the centre.

- c) Maintain effective communication flows within the team, with other sections of the organisation, as well as with external stakeholders:
 - Lead on classroom visits;
 - Through the key worker system, ensure effective communication with families, including meetings at the centre and/or home visits;
 - Support families as required through Annual Reviews, EHCPs, hospital appointments, etc.
 - Lead regular staff meetings;
 - Attend and contribute to cross-sectional meetings, as required, and ensure that information smoothly flows between the classroom team and the rest of the organisation;
 - Coordinate/attend external meetings with educational and/or health professionals, schools, hospitals, etc.;
 - Attend/present at networking events and conferences within the CE and relevant fields.

2. Planning and Delivering CE Sessions

- a) Planning
 - Set conductive goals for children and young people, ensuring that they reach their full potential.
 - Develop complex programmes, including task series, which are differentiated to meet the individual needs of children and young people.
 - Prepare sessions and set up the classroom in line with group and individual aims, the complex programme and agreed schemes of work.

- b) Delivery
- Lead and facilitate group or individual sessions according to complex programmes and individual aims.
 - Participate in and share responsibility for creating and maintaining an appropriate, safe and attractive learning environment for children and young people.
 - Manage the behaviour of children in line with principles of best practice.
 - Maintain appropriate records of the children and young peoples' development and progress and write reports as requested by parents, as well as other internal or external stakeholders.
3. Working as part of the Stick 'n' Step Team
- a) Provide relevant information, case studies and data to support the fundraising team and income generation.
 - b) Represent the organisation to visitors, funders, families and all other stakeholders in the highest possible standards.
 - c) Review, with appropriate persons, own training and development needs, agreeing and taking appropriate action.
 - d) Adhere to all agreed policies, planning programmes and development plans.

Undertake any other reasonable activity in line with the responsibilities of the post as requested by a senior member of staff or Trustee.

An enhanced DBS check will be made for this post.

Person specification

Only candidates meeting all 'Essential' criteria will be shortlisted for interview.

Criteria	Description	Essential (E) / Desirable (D)	Assessed by
Qualifications	Qualification to degree level in Conductive Education	E	Application
	Additional training/qualification in Education	D	Application
	Strong evidence of recent continuing professional development	E	Application
Experience	Experience of working with children with cerebral palsy and other motor disorders through Conductive Education	E	Application
	Experience in team management/staff supervision in an educational setting	E	Application
	Experience of working in a Conductive Education setting in the UK	D	Application
Knowledge	Knowledge of and commitment to sessional service provision for children of all ages, as well as young people	E	Application & Interview
	Up-to-date knowledge of educational and other relevant legislation	E	Interview
Skills and attributes	Ability to integrate the Early Years Foundation Stage and National Curriculum into a conductive framework	E	Application & Interview
	Ability to deliver differentiated learning programmes in order to meet the children's individual needs, integrating all areas of development: motor, communication, social and emotional, and self-care	E	Application & Interview
	Excellent written and verbal English skills, including the ability to deliver presentations and chair meetings	E	Application & Interview
	Ability to produce good quality written assessment and progress reports, set and track individual goals and develop complex programmes	E	Interview
	Proficiency in IT: MS Office, Email, Internet, data management	E	Application & Interview
	Ability to work in close partnership with parents and families showing empathy, respect and commitment at all times	E	Interview
	People management skills, including performance management, conflict resolution, coaching and mentoring	E	Application & Interview
	Ability to work independently, accept responsibility and accountability to own work	E	Interview
	Ability to communicate effectively with external professionals, promoting Stick 'n' Step and Conductive Education	E	Application & Interview
	Consistency in work performance including reliability, flexibility and professional competence	E	Interview
Organisational requirements	Has values and behaviours suitable for working with children and young people with disabilities	E	Interview
	An ability to understand and work within organisational policies and procedures in your work	E	Application
	Ability to work as part of a team, promoting the purpose of Stick 'n' Step	E	Interview
	Holds a driving license and has use of a vehicle	D	Application
	Availability for occasional evening and weekend work	E	Application