

Job Description

Job Title:	Experienced Conductor Adult Service
Accountable to:	Service Manager
Salary:	£ as agreed
Hours:	Full-time 37.5 hours per week (plus Saturdays with time off in lieu if necessary)
Holidays:	School vacations in line with Hampshire County Council Education Authority

Purpose of the Role:

- To be responsible for:
 - Ensuring there is an excellent adequate level of understanding and application of a Conductive Education ethos and key principles within our team
 - Assessing the participants' needs and abilities in order to identify appropriate and functional targets
 - Designing and delivering a series of intensive motor programmes to address the needs of each participants within each group
 - Organization and carrying out the initial consultation of new participants who apply to join our provision
 - Providing a welcoming atmosphere for participants and families/carers, advising them on matters relating to participants' progress, achievements, development and conduct as and when required
 - Joint working with other professionals such as OT, SLT, PT.
 - Day-to-day organization and management of the sessions
 - 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, as a member of the team.
 - Observance and implementation of all the centre's policies and in particular to share the centre's commitment to safeguard and promote the welfare of the children/adults who attends the centre, along with all other members of the staff.

Main Duties and Responsibilities:

1. Educational Programme Duties:

- To be responsible for:
 - Planning Conductive Education programmes, such as developing task series, which are differentiated to meet the individual needs
 - Delivering Conductive Education programmes.
 - Implementing the individual and group programmes for the service users in all aspects of development in designated area.
 - Completing initial consultation and reviews.
 - Setting conductive goals for participants ensuring that they reach their full potential.
 - Creating and maintaining an appropriate learning environment for all service users in the designated area.
 - Organising relevant events for the Conductive Education service.
 - Sharing expertise, case discussions with the team.
 - Effective communication with participants and families/carers, including meetings at the centre through the key worker system
 - Preparing the sessions and the setting up the room in line with group and individual aims, the complex programme and agreed schemes of work.

2. Administration Duties:

- Maintaining appropriate records of each participant's development and progress.
- Maintaining appropriate records of programmes, planning in group files
- Producing assessment reports, progress reports and annual review reports in the designated area
- Active partnership in one-to-one meetings with participants/family members/carers to discuss progress in the designated area
- Provide relevant information, case studies and data to support the fundraising team and income generation.

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3. Safeguarding

All staff have a key role to play in identifying concerns early and in providing help for children/adults.

To achieve this, you will need to:

- Establish and maintain an environment where children/adults feel secure, are encouraged to talk and are listened to.
- Ensure children/participants know that there are staff at the centre who they can approach if they are worried or have concerns.
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of "it could happen here" with regard to safeguarding.
- Record their concerns if they are worried that a child/adult is being abused and report these to the DSP as soon as practical that day. If the DSL is not contactable immediately, a Deputy DSL should be informed.
- Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Follow the procedures set out by the HSCB and take account of guidance issued by the DfE.
- Support pupils in line with their child protection plan.
- Treat information with confidentiality but never promising to "keep it a secret".
- Notify the DSL or their Deputy of any child on a child protection plan or a child in need plan who has unexplained absence.
- Have an understanding of early help.
- Ensure they know who the DSL and Deputy DSL are and know how to contact them.
- Have an awareness of the Vulnerable Adults Policy, the Child Protection Policy and Procedure, Safeguarding Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.

Training and Development:

- Sharing expertise and knowledge with other members of the team.
- Providing guidance and support for team members.
- Attending and contributing to in-house or external training programmes as appropriate with guidance and support.

This job description sets out the main duties of the post at the date when it was completed. Such duties may vary from time to time without changing the general character of the post or the level of the responsibility.

Person Specification:

Attributes / Job Requirements	Essential/ Desirable
Recognised Qualification in Conductive education.	E
Understanding of the system of Conductive Education in designated area.	E
Ability to develop good working relationships with children and adults, their families and carers, members of staff, volunteers and other professionals.	E
Good verbal, written and listening skills to enable clear and accessible information to be communicated.	E
An understanding of implementing UK educational programmes.	D
First Aid	D
All staff are subject to an Enhanced DBS check through Disclosure and Barring Service; are required to provide proof of their right to work in the UK and if they have lived abroad overseas police clearances will need to be sought.	E

Name:

I agree with my revised Job Description

Staff Signature:

Date:

Line Manager Signature:

Date: