

# Job Description

<b>Job Title:</b> Conductive Education Assistant	<b>Setting:</b> The Legacy Rainbow House
<b>Responsible to:</b> Lead Conductor, Conductors/Group Leader	<b>Responsible for:</b> Students and volunteers

## Purpose of Job

The Conductive Education (CE) Assistant will be expected to assist and support the Conductors in providing high quality Conductive Education services for children and adults with disabilities and their families/carers.

Whilst assisting our Conductive Education is the primary role, you will also get involved in supporting the assistance of our other work, including: Rebound Therapy; Physiotherapy; Multidisciplinary Support; Sensory Support.

## Main Duties of Role:

Below is a list of tasks and responsibilities that you are obliged to fulfil in your role as a CE Assistant:

1. To be a proactive member of the team which provide a safe, stimulating and inclusive environment in which children and adults with disabilities are supported and encouraged to achieve their full potential.
2. To offer full and practical support in the day-to-day running of the CE services. Specifically this includes setting up and organising the classroom before, during and after sessions under the direction of the conductor/group leader.
3. To fully embrace and support the philosophy of the setting i.e. the belief that everyone can learn if appropriately taught and of encouraging all individuals of all abilities to achieve their potential (through a combined inclusive nursery and special educational provision).
4. To fully engage in working in collaboration with the range of professionals within the setting.
5. To understand and respect the need for consistency of education and care for the children and adults with disabilities by; reporting for duty on time, maintaining regular attendance, giving appropriate notice of holiday requests and reporting non-attendance through sickness promptly and appropriately.
6. To assist in providing a safe, supportive and caring environment for children and adults with disabilities; to ensure that all aspects of each individual development are given full consideration.
7. To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other CE classroom and housekeeping duties.

8. To maintain and follow all Health and Safety policies and procedures at all times.
9. To develop a thorough knowledge of all of the company's operational policies and procedures; ensuring that they are followed and respected at all times
10. To have basic knowledge of the principles and practice of Conductive Education through completion of in-house CE training.
11. To follow all routines, duties, timetables, rotas, record keeping activities and any other reasonable duty as requested by your Lead Conductor.
12. To ensure that communication with children and adults with disabilities, their parents and carers and the staff team is polite and courteous at all times.
13. To share relevant information and ensure that information passed between parents, carers, adult service users and staff is communicated to your Lead Conductor as appropriate.
14. To take on other assigned responsibilities, as requested and advised by your Lead Conductor in line with knowledge and experience.
15. To maintain confidentiality about all issues related to children and adults with disabilities, and their families; your own and other staff members issues and any other management or operational issues.
16. Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.
17. To be involved in delivering a stimulating and creative atmosphere within the group.
18. To provide staff cover within the nursery group periodically, as requested by your Lead Conductor.
19. To attend all mandatory training sessions and workshops as advised by your Lead Conductor.
20. To attend staff meetings, professional development training and any other events as requested by your Lead Conductor or Charity Manager and to take responsibility for continued professional development by attending courses (in-house and external), receiving constructive feedback and reading relevant material.
21. To assist the staff team in promoting the CE service's positive image and maintaining its reputation in the sector.
22. To carry out any other reasonable additional duties as requested by your Lead Conductor from time to time.

*This job description is not meant to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to adjustment at any time in consultation with the post holder and in line with the needs of the CE services*