



**Whoopsadaisy Pavilion,
Preston Park Brighton, BN1 6HN**

Telephone: +44 1273 554 178
Registered Charity Number: 1083024

JOB DESCRIPTION

Job Description	Conductor
Location	Preston Park Pavilion, Brighton, UK
Reporting to	Lead Conductor
Salary range	£28,000 - £30,000 Depending on experience
Hours	37.5hours per week, 52 weeks per year
Probationary Period	6 months
Type	Full Time post

Whoopsadaisy is a charitable organisation specialising in the development and well-being of children with physical disabilities. Our focus lies in providing unique Conductive Education and Occupational Therapy sessions and comprehensive support for children facing physical challenges, enabling them to lead as independent lives as possible and realize their full potential.

Whoopsadaisy was established in 2008 to bridge the gap in suitable services and opportunities for children with cerebral palsy and other motor disorders affecting mobility, posture, coordination, and balance. Over the years, we have grown, evolved, and earned recognition for our exceptional services dedicated to the children and families we serve.

Employing a unique and integrated approach tailored to supporting children with physical disabilities, our organisation excels in addressing their physical, emotional, social, and educational needs both individually and within group settings.

Throughout the past decade, Whoopsadaisy has expanded to support more children, allowing us to continuously refine our services and elevate our presence within the broader community.

Brighton boasts a vibrant and robust charitable sector that supports diverse causes, and we take great pride in being an enthusiastic and integral part of this community.

Whoopsadaisy Registered Charity No 1083024

Centre: Whoopsadaisy Pavilion, Preston Park, Brighton BN1 6HN Post: West & Berry Ltd, Nile House, Nile Street, Brighton, BN1 1HW
Tel: 01273 554178 Email: info@whoopsadaisy.org Website: www.whoopsadaisy.org



We take immense pride in the services we offer and the positive impact we create for children and their families. Currently, we conduct group sessions from our Pavilion under the following services:

- Under-five's programme – Monday-Fridays during term-time
- 5-12s programme – Monday-Fridays during term-time
- 12+ programme – biweekly on Tuesdays and three trips a term
- Three weeks of Holiday Clubs: one at Easter, two weeks in the Summer

We aim to grow our services with meaningful input from children and young people we work with, ensuring their voices shape the support they receive. Our ambition is to build a service that supports children and young people not only within our sessions but also in the community, so they can access their right to education, meaningful employment, and live full lives. This includes integrating input from families, to provide a child-centred support.

We also run a thriving volunteer programme which supports both service delivery and fundraising, helping us remain a dynamic and sustainable organisation.

Job Purpose

Whoopsadaisy is currently looking for a qualified Conductor to run Conductive Education sessions for children/young people with physical disabilities and other motor disorders.

The conductor will work under the supervision of the Lead Conductor to plan and deliver Conductive Education sessions across all age groups. This includes individual and group sessions for early years, primary-aged children, and teenagers. You will contribute to a programme that is child-led, holistic, and rooted in the principles of Conductive Education as well as carrying out other reasonable duties that meet the needs of the Charity. Your role will include:

Planning

- To plan termly topics and individual sessions
- To prepare session topic motivators accordingly
- To observe, plan and develop appropriate goals and programmes for children and young people
- To review and update programmes as needed

Administration

- To record individual children's progress and write progress reports at the end of each academic year
- To assist writing task series with Lead Conductor



- To work with the Lead Conductor to set individual goals and track their progress session by session
- To be aware of and contribute to all policies/procedures and incorporate these into daily practice
- To work with the Lead Conductor on creating content for marketing and communication of the organisation including social media, website and newsletters
- To work with and provide support to assistants/volunteers during sessions

Delivery

- To plan and lead group sessions for groups of 2-6 children.
- To work together with Lead Conductor, and Occupational Therapist in the group and facilitate
- To support the Lead Conductor, and Occupation Therapist when assessing new children
- To communicate aims, approaches and facilitation to parents to develop their own skills and ability to transfer this knowledge into their everyday life
- To use age-appropriate topic related resources
- To ensure high standards of Health & Safety, Safeguarding and Manual Handling procedures are maintained
- To help maintain cleanliness and storage of resources and equipment
- To accommodate and welcoming to visitors and observers
- To attend 12+ outings 3x a term
- Report to and work closely with the Lead Conductor

Organisation

- To contribute to organising all the services, holiday clubs and other events within the organisation
- To take an active part in organising special events as part of the team
- To research, organise and source appropriate equipment for services when needed
- To set up and maintain a safe, orderly storage system for the equipment

Safeguarding

- To create Safeguarding culture
- To recognise safeguarding concerns and act appropriately
- To maintain central record
- To raise awareness (if needed pick concerns/problems)
- To escalate any concerns to Safeguarding Lead
- To support the recruitment of the wider Whoopsadaisy team

Other

- To participate in required training programmes and other aspects of personal growth
- To participate in team meetings, service delivery meetings and supervision.



Person Specification:

Essential Experience, Skills, Knowledge & Qualifications

Experience	Essential/ Desirable
Experience of and understanding of Conductive Education	E
Experience of leading sessions/activities for children with physical disabilities/special needs in an informal or formal education setting	E
Experience of producing and maintaining accurate records of information, in line with established administrative procedures and related agencies.	E
Experience of monitoring and evaluating services for Funders	D
Experience of leading and supporting volunteers, parents /carers and facilitators	D
Experience in supporting and communicating with new enquiries, new families in a sensitive manner	E
Skills	
Proven ability to plan and deliver a variety of Conductive Education sessions for groups of children	E
Ability to work independently, creatively and as part of a team	E
Excellent communication skills and the ability to liaise with parents, children, volunteers, other professionals and the general public	E
Ability to clearly communicate the principles of Conductive Education to parents, children, volunteers and other professionals	E
Good administrative and practical organisational skills	E
Ability to take own initiative and follow guidance	E
Knowledge	
An understanding of the care and safety needs of children with SEND	E
An understanding of the value of Conductive Education in children's development and wellbeing	E



An understanding of, and commitment to, equality, diversity, and inclusion practice	E
Qualifications	
Degree in Conductive Education	E
First Aid & Child Protection Training	D
Safeguarding	D
Personal: <ul style="list-style-type: none">· Empathetic, sensitive and enthusiastic· Flexible, innovative and good problem-solving skills· Adaptable and willing to learn and contribute to the community· High standards and professional attitude· Committed to child-centred practice· Willingness to learn and take feedback· Open-minded and respectful of different approaches	E

What do we offer?

- A supportive and collaborative working environment.
- Ongoing professional development and training opportunities.
- Access to mentoring from experienced Conductors and therapists.
- Paid holiday and pension scheme.
- Covering reasonable relocation expenses.