



WHOOPSADAISSY CHARITY, BRIGHTON & HOVE

Whoopsadaisy Pavilion, Preston Park Brighton, BN1 6HN

Telephone: 07588 555 761

Registered Charity Number: 1083024

JOB DESCRIPTION

Job Description	Under 5s Lead Conductor
Location	Preston Park Pavilion, Brighton, UK
Reporting to	Executive Manager
Salary range	£28,000 - £33,514
Hours	37.5hours per week, 52 weeks per year
Probationary Period	6 months
Type	Full Time post, one year maternity cover

Description of Whoopsadaisy

Whoopsadaisy is a charity organization that specializes in the development and wellbeing of children with physical disabilities. We provide unique Conductive Education sessions and support for children with physical disabilities so that they can live as independently as possible and reach their full potential.

Whoopsadaisy was created to address the lack of suitable services and opportunities for children with cerebral palsy and other motor disorders that affect mobility, posture, coordination, and balance. Since our establishment in 2002, we have grown, evolved and gained a reputation for delivering an excellent service to children and families we work with.

Through our unique and holistic approach to supporting children with physical disabilities, we have developed an excellent service that effectively cater for the individual as well as group needs of our children and families.

Over the past decade, Whoopsadaisy has grown significantly. We now work with more children, continue to adapt our services, and raise our profile in the wider community. Brighton has a vibrant and strong community and charitable sector supporting a wide range of causes and Whoopsadaisy is a passionate and proud part of that community.

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Centre: Whoopsadaisy Pavilion, Preston Park, Brighton BN1 6HN Post: West & Berry Ltd, Mocatta House, Trafalgar Place, Brighton, BN1 4DU

Tel: 01273 554178 Email: info@whoopsadaisy.org Website: www.whoopsadaisy.org

We are proud of the services we offer and the difference we make to children and their families. Currently, from our Pavilion, we offer one-to-one and small group sessions under the following core services:

- Under-five's programme - Tuesday-Fridays during term-time
- 5-12s programme – Tuesday – Fridays and every other Saturday during term-time
- Three weeks of Holiday Clubs for 5-12s (one at Easter, two weeks in the Summer)

We also offer a successful and valuable volunteer programme to support service delivery.

Job Purpose

Whoopsadaisy's current Under 5s Lead Conductor is due to go on maternity leave thus we are looking for a qualified and experienced Conductor to run the under 5s programme for children with physical disabilities and other motor disorders.

The postholder will be required to organize and run the Conductive Education services for the 0-5 years age group at Whoopsadaisy and to carry out other reasonable duties to meet the needs of the Charity. Your role includes:

Planning

- To plan termly topics and individual sessions
- To prepare session topic motivators accordingly
- To observe, plan and develop appropriate targets and programmes for the children
- To review and update programmes frequently

Administration

- To record individual children's progress and write progress reports the end of each academic year
- To write task series
- To undertake assessments of new children
- To provide written reports on children's needs to other services and processes
- To provide service delivery reports for the Board of Trustees
- To correspond with families and other professionals as appropriate
- To be aware of and contribute to all policies and to incorporate into daily practice
- To contribute to the contents of the website and newsletters
- To supervise Conductor Assistants/ Volunteers during sessions

Delivery

- To lead sessions for 0-5 years old children
- To support and participate in delivering 5-12 years services if needed
- To communicate aims, approaches and facilitation to parents to develop their own skills and ability to transfer this knowledge into their every day life
- To use age appropriate topic related resources
- To ensure high standards of Health & Safety and Safeguarding procedures are maintained
- To help maintain cleanliness and storage of resources and equipment
- To accommodate visitors and observers

Organisation

- To organize groups of children and sessions according to ability
- To contribute to organizing all the services, holiday clubs and other events within the Pavilion

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- To take an active part in organizing special events as part of the team
- To research, organize and source appropriate equipment for services when needed
- To set up and maintain a safe, orderly storage system for the equipment

Safeguarding

- Create Safeguarding culture
- Deal with Safeguarding concerns
- Respond to immediate incidents
- Organize paperwork
- Make referrals
- Maintaining central record
- Raise awareness (if needed pick concerns/problems)
- Maintain multi-agency relationships
- Help with safer recruitment

Other

- To network with other professionals in the area
- To participate in required training programmes and other aspects of personal growth
- To give outreach support to children attending Whoopsadaisy sessions
- To prepare presentations and reports/case studies to support fundraising initiatives

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

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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	E
Experience in conducting assessments and introducing new families into the services	E
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 individual or group of children	E
Ability to work independently 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 taking own initiative and also following 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 or other similar qualification	E
First Aid & Child Protection Training	D

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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	E
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