



**whoopsadaisy**<sup>®</sup>  
every step counts

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

Telephone: +441273554178  
Registered Charity Number: 1083024

### **JOB DESCRIPTION**

<b>Job Description</b>	<b>Conductor</b>
<b>Location</b>	<b>Preston Park Pavilion, Brighton, UK</b>
<b>Reporting to</b>	<b>Lead Conductor</b>
<b>Salary range</b>	<b>£28,000 - £33,500 Depending on experience</b>
<b>Hours</b>	<b>37.5hours per week, 52 weeks per year</b>
<b>Probationary Period</b>	<b>6 months</b>
<b>Type</b>	<b>Full Time post</b>

Whoopsadaisy is a charitable organization specializing in the development and well-being of children with physical disabilities. Our focus lies in providing unique Conductive Education 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 organization 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.

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:

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

We have a vision to further develop our services to support the needs of the whole family and the diverse challenges children and young people face as they grow. We want to grow our services with input from children and young people. Furthermore, we want to develop a service that not only support children/young people within our sessions, but also in their school environment, home and social environment, so that they can access the right education, rights to work and to lead fulfilled life.

We also run a volunteer programme to support service delivery and fundraising.

## **Job Purpose**

Whoopsadaisy is currently looking for a qualified Conductor or Conductive Education Specialist to run Conductive Education sessions for children/young people with physical disabilities and other motor disorders. Working alongside the Lead Conductor, the postholder will be required to plan and run the Conductive Education sessions at Whoopsadaisy for all age groups and to carry 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 targets and programmes for the children and young people
- To review and update programmes frequently

### Administration

- To record individual children's progress and write progress reports at the end of each academic year
- To write task series
- To work with the Lead Conductor to set individual goals and track their progress session by session
- To correspond with families and other professionals as appropriate
- To be aware of and contribute to all policies/procedures and incorporate these into daily practice
- To work with Conductor Assistant and Lead Conductor on creating content for marketing and communication of the organisation including social media, website and newsletters
- To work with Conductor Assistants/Volunteers during sessions
- To provide service delivery reports for the Board of Trustees

### Delivery

- To plan and lead group sessions for groups of 3-6 children
- To support and participate in delivering sessions
- To support the Lead Conductor when assessing new children

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- 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 and Safeguarding 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 2x a term
- Report to and work closely with the Lead Conductor

#### Organisation

- To contribute to organising all services, holiday clubs and other events within the organization
- 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

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

#### Other

- To participate in required training programmes and other aspects of personal growth
- To attend annual conferences and other training provision if finances are available
- 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**

<b>Experience</b>	<b>Essential/ Desirable</b>
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	D
Experience in supporting and communicating with new enquiries, new families in a sensitive manner	E
<b>Skills</b>	
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 taking own initiative and also following guidance	E
<b>Knowledge</b>	
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
<b>Qualifications</b>	
Degree in Conductive Education	E
First Aid & Child Protection Training	D
Safeguarding	D

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<b>Personal:</b> <ul style="list-style-type: none"><li>· Empathetic, sensitive and enthusiastic</li><li>· Flexible, innovative and good problem-solving skills</li><li>· Adaptable and willing to learn and contribute to the community</li><li>· Creative</li><li>· High standards</li><li>· Considerate</li><li>· Multiculturally sensitive</li></ul>	E
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