



RAINBOW HUB

JOB DESCRIPTION

Job Title Conductor
Responsible to: Lead Conductor
Responsible for: Service Assistants, Students & Volunteers

Hours of Work: 9am -4pm 4 days per week and 11.30am – 6.30pm 1 day per week (with 1 hour unpaid lunch break).

Holiday Entitlement: 9 weeks (this includes Bank Holidays).

Salary: Competitive and negotiable (relocation packages available)

About Rainbow Hub:

Rainbow Hub is an established Conductive Education Centre, offering services in a purpose built and fully equipped facility in a beautiful rural setting in Mawdesley, Lancashire.

We support 80 children and young people from across the North West of England and run daytime group sessions during term time. Conductors are also asked to run individual sessions for 4 weeks of the school holidays.

About the Role:

Rainbow Hub has an exciting opportunity for someone who is passionate about delivering high quality services to those with a physical and/or neurological disability; who understands the Conductive Education ethos and the challenges small organisations face in meeting high quality standards and adherence to regulatory bodies compliances.

JOB PURPOSE:

To take a flexible approach to delivering a range of services through group settings whilst following the ethos of Conductive Education.

Main Duties:

- To be a proactive member of the team which provides a safe, stimulating and inclusive environment in which children and young people with physical and neurological conditions are supported and encouraged to achieve.
- To offer full and practical support in the day-to-day running of our Conductive Education services.
- To fully embrace and support the philosophy of the setting i.e. the belief that everyone can learn if appropriately taught and encouraging all individuals of all abilities to achieve their potential.
- Have day to day responsibility for supervision of your designated groups within the services.
- Have day to day responsibility for setting lesson plans and ensuring the necessary resources are available.

- Work with the Lead Conductor to ensure all Service Assistants are motivated, supervised, developed and supported in their role.
- To have an awareness of the requirements of the services as a whole and to be familiar with the routines of each of the groups.
- To contribute to the development of individual plans and understand the need for individual learning programmes for our beneficiaries in order to achieve high quality education.
- To ensure planning and observation targets are met.
- To understand and respect the need for consistency of care to children, young adults and adults with disabilities – report for duty on time, maintain regular attendance, give appropriate notice of annual leave (in line with Leave Policy) and to report any period of sick leave in a timely and appropriate manner.
- To assist in providing a safe, supportive and caring environment for children and adults with disabilities; to ensure that all aspects of each individual's development are given full consideration.
- To ensure that clean and hygienic standards are maintained at all times.
- To develop thorough knowledge and understanding of the policies and procedures that informs the work and Governance of Rainbow Hub.
- To maintain and follow all Health and Safety and Safeguarding Policies and Procedures at all times including adhering to all risk assessments.
- To have a thorough and up to date knowledge and experience of Conductive Education theory and practice.
- To be proactive in the process of activity learning, observation and development records on a regular basis as requested by the Lead Conductor.
- To ensure that communication with children, young adults and adults with disabilities their parents/carers, and the staff team is polite and courteous at all times.
- To share relevant information and ensure that information is passed between parent/carers, adult beneficiaries and staff is communicated to the Lead Conductor as appropriate.
- To be an effective key person to those children, young adults and adults assigned to you and be a point of contact for other professionals working with those beneficiaries.
- To maintain confidentiality about all issues related to our beneficiaries and their families; your own and other staff members issues and any other management or operational issues.
- To attend staff meetings, mandatory and professional development training and other events as requested by the Lead Conductor.
- To take responsibility for continued professional development and to attend the annual Conductive Education conference.
- To assist the staff team in promoting the work of Rainbow Hub in both awareness and fundraising activities.

Proficiency in IT; MS Office, Email, Internet, data management.	X	
Personal Qualities / Other		
Evidence of professional development	X	
Ability to motivate colleagues	X	
Positive attitude, proactive thinker, enthusiastic, flexible, innovative and creative thinker.	X	
An ability to understand and work within organisational policies and procedures in your work.	X	
Ability to work as part of a multi-disciplinary team, promoting the purpose and work of Rainbow Hub.	X	
Holds a full driving licence and/or has use of a vehicle.	X	
Availability for occasional evening and weekend work.	X	