

Job Description

Job Title:	Conductor – Early Years Foundation Stage
Responsible to:	Head of School
Hours:	Full-time, 38 hours per week
Location:	143 Coppetts Road, London N10 1JP
Salary range:	£23,000 - £26,000 depending on experience

Purpose of the Job

- To be responsible for ensuring the adequate level of understanding and the application of Conductive Education ethos and key principles within our EYFS nursery group.
- To contribute to the assessment of children’s needs and abilities in order to identify appropriate and functional targets.
- To contribute to and deliver a series of intensive motor programmes to address the needs of each child within the group.
- To differentiate a plan of intervention across all activities during the nursery/school day.
- To advise on facilitation and differentiation for the children within the Foundation and National Curriculum lessons as required.
- To ensure joint working – assessment and planning- with other school-based professionals such as the Occupational Therapist, Speech and Language Therapist.
- To contribute to the day-to-day organization of the group.
- To be responsible along with all other members of the staff team for the observance and implementation of all the Trust’s policies and in particular to share the Trust’s commitment to safeguard and promote the welfare of the children who attend the Centre.

Relationships

- The Conductor is responsible to the Conductor in Charge and the Head of School.

Main Responsibilities

- To be responsible for the level of understanding and the application of Conductive Education ethos and key principles within our setting.
- To contribute to the day-to-day organization and management of the group.
- To contribute to the planning and delivery of the physical education and intensive motor programmes appropriately with reference to current best practice and in accordance with the school's specific curriculum policies.
- To contribute to the design, implementation and delivery of the individual and group intensive motor programmes for the children within the EYFS Group covering all aspects of their development.
- To contribute to the assessment, recording and reporting on pupil's achievements and progress in accordance with the agreed arrangements within the school.
- To participate in and share responsibility for creating and maintaining an appropriate learning environment for the children that is relevant to their age and needs.
- To advise on facilitation and differentiation for the children within the Foundation and National Curriculum lessons as required.
- To contribute to the assessment of the children's progress and development within the group.
- To jointly monitor the specialist equipment used by the children with the school and to organize and contribute to assessments for any new or upgraded equipment as and when required.
- To ensure that all the necessary resources are readily available within the EYFS Group.
- To provide a welcoming atmosphere for parents and families, advising them on matters relating to their child's progress, achievements, development and conduct as and when required.
- To attend and contribute to meetings and discussions relating to children's progress and development and the work of the Trust as a whole.
- To be aware of the Health & Safety codes of practice and the school's Child Protection and Safeguarding Policies to ensure the health, well-being and safety of the children, parents and staff whilst performing the duties required of the post.
- To be aware of and comply with the Trust's current policies and procedures in all other areas.
- To carry out such other duties as may be reasonably required by the Trust from the post holder.

Training & Development

- To attend and contribute to in-service training programmes.
- To share expertise and specific knowledge gained with other members of the team.
- To maintain an active interest in new developments in education and to be willing to attend courses elsewhere in line with individual and group professional development programmes.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time in line with changing circumstances.

Person Specification

Post	Conductor/Team Member
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Criteria	Minimum and/or essential Requirements	Desirable requirements
Education & Formal Qualifications	Recognised qualification in Conductive Education e.g. Dip CE (Peto Institute) or similar.	Excellent verbal & written English
Experience in relation to job description	<p>Experience of planning, implementing, and delivering Conductive Education programmes.</p> <p>Experience of recording and reporting on children's progress.</p> <p>Experience of working closely with and establishing good relationships with parents and families.</p> <p>Ability to develop good working relationships with other members of staff and to work successfully as a team member.</p>	<p>Experience of the UK's Foundation Stage or National Curriculum subjects.</p> <p>Experience of working in a nursery or school setting within the UK.</p>

	Ability to be responsible, along with all staff members for the promoting and safeguarding the welfare of the children.	
Other specialist skills	Good communication skills both oral and written.	

April 2018