



CPotential  
we do

# Conductor Job Pack



August 2020

Dear Applicant,

Thank you for your interest in the position of **Conductor** at CPotential.

Our charity was set up in 1963 and we offer life-changing interventions for children aged 0-18 who have movement disorders due to conditions such as cerebral palsy, acquired brain injury or global development delay.

Come and join our fun team as we launch our innovative business strategy with a new suite of holistic services and equipment for disabled children and their families. We are looking for professionals that are passionate about making a difference and eager to play a critical part in the reshaping of our organisation.

Flexible contract and hours available - full time, part time or temporary maternity cover.

We have ambitious plans for our future and are committed to achieving the best possible results for our clients.

We will be reviewing applications on a rolling basis and will close the vacancy once we have selected a range of successful candidates, so please apply as soon as possible.

To gain further insight about the charity, we encourage you to visit our [website](#) and social media sites.

To apply, please **email [info@cplondon.org.uk](mailto:info@cplondon.org.uk) with your CV and a covering letter** explaining your interest and suitability aligned to the job description and person specification within this pack.

We look forward to hearing from you.

Best wishes,



Brett Parker  
CEO



## Job Description

|                        |   |
|------------------------|---|
| <b>Job title:</b>      | Conductor   |
| <b>Reports to:</b>     | Lead Conductor  |
| <b>Contract:</b>       | Permanent or Temporary Maternity Cover available  |
| <b>Hours:</b>          | 37.5 per week full time (with occasional evening/weekend/bank holiday working). Part-time hours available           |
| <b>Salary:</b>         | £28,500 to £32,000 per annum. Pro rata for temporary and part time.   |
| <b>Location:</b>       | CPotential, 143 Coppetts Road, London N10 1JP   |
| <b>DBS:</b>            | Subject to an Enhanced Disclosure & Barring Service (DBS) check   |
| <b>References:</b>     | Subject to satisfactory references  |
| <b>Closing date:</b>   | Applications will be reviewed on a rolling basis and we will close the vacancy on selection of a suitable candidate |
| <b>Interview date:</b> | To be confirmed   |

## Job Purpose

This job description is a guide and does not form part of your contract of employment, it may change from time to time.

- To be responsible for ensuring the adequate level of understanding and application of the Conductive Education ethos and key principles within our groups
- To work as part of the multi-disciplinary team within the Centre
- To contribute to the day-to-day organisation of the groups and the team
- To be responsible along with all other members of the staff team for the observance and implementation of all CPotential policies and in particular to share CPotential's commitment to safeguard and promote the welfare of the children and young people who attend the Centre.

## Key tasks

- To be responsible for the assessment, planning, implementation and delivery of Conductive Education appropriately, with reference to current best practice and in accordance with CPotential's specific policies
- To contribute to the design, implementation and delivery of the individual and group intensive motor programmes for children within the groups/sessions covering all aspects of their development
- To participate in your own supervision, which will involve being observed and receiving feedback and self-evaluation
- To plan and differentiate intervention across all activities during group activities/sessions
- 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 staff/families on facilitation and differentiation for the children in sessions at the Centre and online
- To jointly monitor the specialist equipment used by the children and to organise and contribute to assessments for any new or upgraded equipment as and when required
- To contribute to the recording and reporting on children's achievements and progress in accordance with the agreed arrangements within the Centre
- To attend and contribute to meetings and discussions relating to children's progress and development and the work of CPotential.
- To contribute to the assessment of children's needs and abilities to identify appropriate and functional targets
- To ensure joint working within the multi-disciplinary team, i.e. assessment and planning with other professionals such as physiotherapists, occupational therapist and speech and language therapist
- To support and input into discussions, active sessions and reporting led by other members of the multi-disciplinary team
- To contribute to the day-to-day organisation of groups/sessions
- To assist with the organising and running of intensive/block sessions and events
- To assist in delivering our Outreach services, as and when appropriate. This may include providing support for children in mainstream nurseries or schools and developing contact with SEN groups such as the local Challenge groups

- To comply with CPotential's Health and Safety and Safeguarding Policies to ensure the safety, health and wellbeing of the children, parents/carers and staff whilst performing your duties
- To be aware of and comply with CPotential current policies and procedures in all other areas
- To carry out such other duties as may be reasonably required by CPotential
- To provide a welcoming atmosphere for parents and families, staff and visitors.

### **Training and Development**

- To attend and contribute to in-service training programmes, i.e. Mollii Suit and Rebound therapy
- 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.



|                                       | Essential  | Desirable  | Evidence                       |
|---------------------------------------|--|--|--------------------------------|
| <b>Education &amp; Qualifications</b> | <ul style="list-style-type: none"> <li>Recognised qualification in Conductive Education e.g. Dip CE (Peto Institute/NICE Birmingham) or similar.</li> </ul>  |  | CV/<br>Interview/<br>follow up |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>Experience of planning, implementing, and delivering Conductive Education programmes both as an individual clinician and within a team</li> <li>Experience of planning and teaching/training relative to children with a range of abilities</li> <li>Experience in setting functional targets</li> <li>Practical experience of teaching/training children with various communication difficulties</li> <li>Experience of recording and reporting on children's progress</li> <li>Experience of working closely with and establishing good relationships with parents and families.</li> </ul> | <ul style="list-style-type: none"> <li>Experience of the UK's Foundation Stage or National Curriculum subjects</li> <li>Experience of working in a nursery or school setting within the UK.</li> </ul> | CV/<br>Interview               |
| <b>Knowledge &amp; Skills</b>         | <ul style="list-style-type: none"> <li>Clear and concise verbal &amp; written English</li> <li>Competent IT skills</li> <li>Excellent communication skills and able to present information written and orally, in a clear and logical manner, and to keep accurate and legible client notes</li> </ul>   |  | Interview/<br>Practical        |

|   |  |  |           |
|---|--|--|-----------|
| <b>Knowledge &amp; Skills continued</b> | <ul style="list-style-type: none"> <li>• Ability to develop good working relationships with other members of staff and to work successfully as a team member</li> <li>• Ability to be responsible, along with all staff members for the promoting and safeguarding the welfare of the children.</li> <li>• To be up to date in Manual Handling training and Safeguarding training</li> <li>• Able to work under own initiative; demonstrating a flexible and solution-based approach.</li> </ul> |  |           |
| <b>General</b>                          | <ul style="list-style-type: none"> <li>• Enhanced DBS check</li> <li>• Some evening/ weekend/ bank holiday working required</li> <li>• Willing to carry out some online sessions in the home environment.</li> </ul>   |  | Interview |



# Benefits of working at CPotential

As a CPotential member of staff, you are one of the charity's most important assets. We want you to love working for us and to develop personally and professionally while you're with us to give us your best.

## Holiday

It's important to recharge your batteries, so we offer a generous holiday allowance of 27 days, in addition to eight Public Holidays (although some bank holiday working will be required). Pro rata for temporary or part time roles.

## Learning and development

We offer life-changing learning to the children and young people we work with and we value your learning just as much. All staff can access in-house training and we budget for external training too.

## Family support

We offer a range of benefits to support family life, including parental leave and compassionate leave when needed.

## Pension scheme

We offer the NEST pension scheme, for which all staff are eligible from the first day of employment.

## Charlie HR Perks Scheme

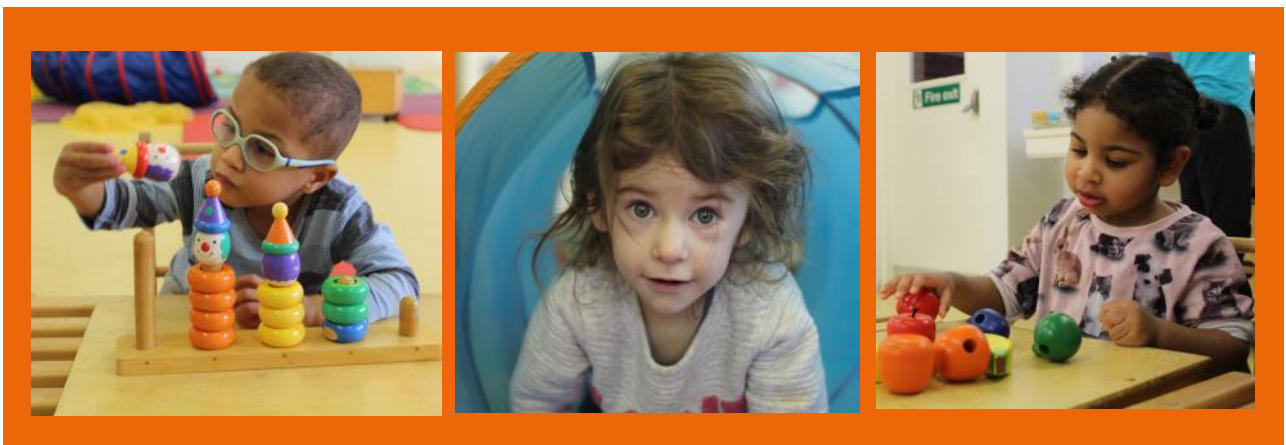
- Exclusive discounts and rewards at over 30,000 brands
- Enjoy up to 55% off cinema tickets
- Save up to 15% off at 80+ high street retailers
- Earn "WOWPoints" as you shop, then spend them like cash
- Share deals and discounts with up to 10 of your friends and family

## Employee Assistance Programme

It isn't in anyone's best interests if you have issues that are keeping you awake at night. We subscribe to an Employee Assistance Programme, so that you can access 24 hr support for things that are bothering you, whether at work or home.







[cplondon.org.uk](http://cplondon.org.uk)

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CPotential is the operating name for CPotential Trust  
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