



Job Description

Job Title: Classroom Assistant

Reports to: Lead Conductor

Hours of work: Minimum 25 hours per week (maximum 35 hours - specific hours to be discussed and agreed) *Term time only - Halton school holidays are followed. The summer term will not finish until 31st July.

Salary: National Living Wage

Benefits: Employer contributory pension and 48 days paid annual leave during centre holidays (plus bank holidays and your birthday)

Location: Runcorn

About Stick 'n' Step

Stick 'n' Step provide free conductive education sessions to children with cerebral palsy. Our support improves mobility, independence and boosts self-confidence, enabling each child to reach their personal potential.

Conductive education is about active learning. Stick 'n' Step sessions incorporate play, exercise routines and songs to develop functional skills. Children and young people are motivated by working alongside their peers in a positive environment and are empowered to achieve realistic goals that are specific and relevant to them.

Stick 'n' Step currently provide vital support to over 100 children and their families from our centres in Wallasey and Runcorn. This is an exciting time to join Stick 'n' Step and we are looking for someone who has the passion and motivation to contribute to the organisation.

About the role

Working together with the classroom team, the post holder is expected to assist in the planning and delivery of conductive education programmes, which meet the individual needs of participating children and young people.

This role would suit someone with excellent communication skills, attention to detail and passion for working with children. If you are looking for a job that is rewarding with no two days the same, then apply now.



Key responsibilities

Planning

- Assist conductors during assessments for group or individual placements.
- Set up the classroom prior to sessions, according to the specification of complex programmes, which are differentiated to meet the individual needs of children and young people. This involves preparing sage baths, as well as moving furniture and a wide range of equipment, ensuring that they are safely positioned and at hand as needed.
- Assist conductors in preparing sessions in line with group and individual aims and agreed schemes of work.

Delivery of the educational programme

- Join in and facilitate participants during group or individual Conductive Education sessions according to complex programmes and individual aims.
- Participate in and share responsibility for creating and maintaining an appropriate, safe and attractive learning environment for children and young people. This includes basic cleaning tasks, upholding high standards of hygiene.
- Assist in maintaining appropriate records of the children and young people's development and progress as required by conductors.
- Assist in the management of children's behaviour.

Training, development and supporting the Stick 'n' Step team

- Share expertise and specific knowledge gained with other members of the team.
- Attend and contribute to in-service training programmes and attend courses elsewhere in line with individual and group professional development programmes.
- Review, with appropriate persons, own training and development needs, agreeing and taking appropriate action.
- Adhere to all agreed policies, planning programmes and development plans.
- Represent the organisation to visitors, funders, families and all other stakeholders in the highest possible standards.
- Assist in the preparations of, and attend and contribute to meetings and other events, which aim to improve relations with external stakeholders.
- Assist conductors when making periodic home visits as requested to assist families in implementing aspects of Conductive Education in their home and community life.

Undertake any other reasonable activity in line with the responsibilities of the post as requested by a senior member of staff or Trustee.

An enhanced DBS check will be made for this post.



Person specification

Criteria	Description	Essential (E) / Desirable (D)	Assessed
Qualifications	Level 3 NVQ in relevant subject	D	Application
Experience	Experience in delivering educational, health and care programmes	E	Application & Interview
Knowledge	Knowledge of cerebral palsy and the issues faced by people affected by cerebral palsy	D	Application & Interview
Skills and attributes	A demonstrable interest in and willingness to develop an understanding of implementing educational programmes for disabled children	E	Interview
	Excellent interpersonal skills, (both verbal and listening) with the ability to build relationships with children, young people, parents and colleagues	E	Interview
	Strong self-motivation and the ability to work on personal initiative as well as working effectively as part of a small team	E	Interview
	Ability to work independently, accept responsibility and accountability to own work	E	Interview
Organisational requirements	Has values and behaviours suitable for working with children and young people	E	Interview
	An ability to understand and work within organisational policies and procedures in your work	E	Application
	Ability to work as part of a team, promoting the vision and values of Stick 'n' Step	E	Interview
	Availability for occasional evening and weekend work	E	Application