Classroom Assistant

Candidate Pack



Registered with FUNDRAISING REGULATOR

Registered Charity No. 1136997

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Do you want to change lives?

Do you want to work for a charity that inspires and enables children and young people, empowering them to change their lives?

Stick ‘n’ Step is one of only two specialist organisations in the North West delivering life changing Conductive Education to children and young people aged 3 months to 25 years of age. By combining education, psychology and medical science we nurture their development via their individually designed programme ensuring that each child or young person increases their mobility, confidence and independence, reaching their potential – whatever that is!

We provide Conductive Education and receive no government funding. We rely on our communities, businesses and grant income to raise in excess of £750,000, to provide Conductive Education to over 120 children and young people across the North West of England each year.



Stick ‘n’ Step





Our professional and dynamic staff team devise personal individual programmes of activity, with clearly measured development and milestones, using creativity and innovation to ensure our children and young people not only work hard to achieve their potential, but that they are focussed and they enjoy the process by engaging 100% in their activities and having fun.

Stick ‘n’ Step is all about empowerment for our children and young people ensuring their future aspirations can be met and they have the skills and ability to live as independently as they possibly can.

We not only support the children and young people accessing conductive education, but also support their families, providing advice and guidance, access to legal services via our legal partners. Additionally, we provide the opportunity for families to meet socially and create their own supportive network around them of families in similar situations facing similar if not the same challenges.

Stick ‘n’ Step have been working with children, young people and their families for nearly 25 years, 2027 is our 25th anniversary and plans are already in place for a big celebration, what a time to be with us!
We have grown considerably in that time and now operate from two centres in Wallasey and Runcorn. Working with children and young people between the ages of 3 months and 25 years of age, our success speaks for itself:

- **Increased mobility – children walking unaided**
- **Being able to speak and communicate effectively**
- **Brushing their own teeth**
- **Tying their own shoelaces**
- **Dressing themselves**

All of the everyday tasks we take for granted but actually change the lives of our children and young people and their families.

Our Family survey this year told us:









Our Values:



- **Working together.**
- **Involving the whole person.**
- **Achieving our full potential.**
- **Having fun.**

We are proud to say that our staff team embrace our organisational values.

We need the best people to help us deliver our vision for the future. In this exciting time of change and challenge we can guarantee a workplace filled with fun and excitement, supporting each other to be the best we can be.

Come and work with us

Working at Stick 'n' Step will be the most rewarding job that you have in your career. We are committed to developing our staff team and we understand that we might not be the last stop in your career, but we will certainly be one that is inspiring, transformational and supportive of your personal development.

We will support you by:

- **Supporting you to access training within your role**
- **Monthly 1:1 meeting with your line manager**

We will do all that we can to make sure that we can make this the best job that you ever have.

We look forward to hearing from you,

If you would an informal chat about the role, please email:
jobs@sticknstep.org or ring Becky on 01928 573777

Classroom Assistant

Job Description

Job Title:	**Classroom Assistant**
Reports to:	**Head of Conductive Education**
Hours of work:	**Minimum 20 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)**
Safeguarding:	**An enhanced DBS check will be required**
Location:	**Runcorn**

About Stick 'n' Step

Stick 'n' Step provides specialist conductive education sessions for children, teenagers and young adults with cerebral palsy. Our aim is to improve functional mobility, independence, communication, confidence and participation, enabling each child and young person to reach their personal potential.

Conductive education is about active learning. Stick 'n' Step sessions combine movement, learning and functional skills through structured routine, purposeful activities, play and songs. 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 a motivated, enthusiastic and physically active individual who shares our commitment to helping children and young people achieve their potential.

About the role

Working together with the classroom team, the post holder will support the planning, preparation and delivery of individual, and group conductive education programmes tailored to the needs of each participating child and young person.

This role involves active, hands-on participation in sessions, supporting movement, positioning, functional activities, communication, learning and personal independence under the guidance of the conductors and other experienced classroom staff.

The successful candidate must have the physical fitness, stamina and practical capability required to meet the demands of the role safely and consistently. They must be able to work collaboratively, respond positively to individual needs and contribute to a safe, encouraging and inclusive learning environment.

If you are looking for a job that is rewarding with no two days the same, then apply now.

Key Responsibilities

Preparation and Planning

- 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 moving furniture and a wide range of equipment, ensuring that they are safely positioned and at hand as needed.
- Support the preparation of learning resources for each session according to topics and the different learning and communication needs of each child/ group.
- Participate in and share responsibility for creating and maintaining an appropriate, clean, safe and attractive learning environment for children and young people. This includes cleaning mats, equipment and learning resources after each use, helping to maintain the general tidiness and cleanliness of the wider building and safely storing equipment between sessions.
- Assist in maintaining appropriate records of the children and young people's development and progress as required by conductors. This includes some basic administration tasks such as downloading and sorting photos for learning journals as well as creating and organising files, both in a digital and paper format.
- Assist conductors during initial consultations for group or individual placements.

Delivery of the educational programme

- Actively participate in group and individual sessions to support the leading conductor in the smooth running of the sessions.
- Encourage children and young people to participate actively in classroom activities, promoting their independence, communication and achievement while providing the level of physical and cognitive support they require according to complex programmes and individual aims. Provide hands-on facilitation to enable children and young people to participate in functional movement activities, including rolling, crawling, walking through parallel bars and practising other individual movement tasks, as well as in activities such as eating, drinking and toileting.
- Support a total communication learning environment according to the needs of each group and child/ young person under the guidance of the conductors.
- Assist in supporting the children and young people to regulate their behaviour and to feel safe and secure.

Adhering to organisational policies and processes

- Follow training and guidance for safe moving and handling, lifting, transfers, positioning and the use of specialist equipment such as hoists, slide sheets and walkers. Support children during floor-based activities, transitions between positions and movement around the classroom, which may involve kneeling, crouching, bending and working at low levels for sustained periods.
- Maintain a safe environment by identifying and reporting hazards, following risk assessments and adhering to health and safety policies.
- Maintain appropriate standards of cleanliness, hygiene and infection prevention, including cleaning equipment, the classroom areas and the wider building, as required.
- Respond appropriately to accidents, incidents, safeguarding concerns and changes in a child's wellbeing, reporting these promptly to the appropriate member of staff.
- Maintain the comfort, wellbeing, safety, confidentiality, privacy and dignity of children, young people and their families, both during physical support and movement activities, as well as while reporting progress or concerns and maintaining records.
- Adhere to all other agreed policies, procedures, planning programmes and development plans.

Supporting the Stick 'n' Step team

- Work collaboratively with colleagues, families and other professionals to support each child/ young person's development and overall wellbeing.
- Build positive, respectful and professional relationships with children, young people, families and colleagues.
- Communicate clearly, sensitively and professionally, including when sharing observations and information.
- Attend and contribute to relevant team meetings. Assist in the preparations of, and attend and contribute to meetings and other events, which aim to improve relations with external stakeholders.
- Represent Stick 'n' Step positively and professionally when interacting with visitors, funders and other stakeholders.

Training and professional development

- Develop knowledge and understanding of Conductive Education, cerebral palsy and the needs of children and young people with complex physical disabilities.
- Participate in induction, supervision, mandatory training and other relevant learning opportunities in line with individual and group professional development.
- Review, with appropriate persons, own training and development needs, agreeing and taking suitable action.
- Share expertise and specific knowledge and experience with colleagues to support our work.

Additional responsibilities

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

Person Specification

Criteria	Description	Essential (E) / Desirable (D)	Assessed
Qualifications	Level 3 NVQ or equivalent qualification in a relevant subject	D	Application
Experience	Experience of working with children, young people or adults in an educational, care, health or support setting.	E	
Knowledge	Knowledge of cerebral palsy and the needs of children and young people with physical disabilities and their families.	D	Application & Interview
	Basic knowledge of and competence in using Microsoft Office.	E	
Physical capability and practical requirements	Able to meet the physical demands of a hands-on conductive education classroom role, including: -lifting, transferring, and positioning children and young people with complex physical disabilities. - facilitating children with activities such as rolling, crawling, stepping, using walkers and during floor-based activities. - able to adopt and maintain a range of working positions	E	Application & Interview
Skills and attributes	A demonstrable interest in and willingness to develop an understanding of implementing educational programmes for disabled children, in particular training in the principles and practice of Conductive Education.	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
	Willingness to undertake training in conductive education, moving and handling, safeguarding, first aid, personal care and other relevant areas.	E	Application & 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	D	Application

The list of responsibilities outlined above is not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

For an informal chat about the role, please call Becky Sparks on 01928 573777 or email becky@sticknstep.org

To apply please send CV's to jobs@sticknstep.org with a covering letter explaining how you meet the essential criteria for the role.

We look forward to hearing from you!



Stick 'n' Step