

Job Description

Job Title	Adult Services Conductor
Location	Sheffield, UK
Reporting to	Adult Services Manager
Responsible for	Conductor Assistants.
Salary range	£23,500 - £30,500 depending on experience
Hours	37.5 hours per week; 52 weeks per year.
Probationary Period	Three months
Type:	Full Time post

Description of Paces Sheffield:

Paces Sheffield is a specialist centre and charity for children and adults with neurological conditions. Paces delivers Conductive Education: a holistic package of support that aims to help individuals obtain the greatest level of independence through delivery of a supportive person centred programmes.

Paces meets the physical and cognitive needs of individuals which are often not met holistically elsewhere.

Paces Sheffield was established in 1995; the organisation was born out of the experiences of parenting children with physical disabilities and their related learning difficulties.

Paces School (rated Good by Ofsted in 2019) currently supports 47 children from ages 3-18, the school provides a personalised curriculum based on the National Curriculum through the medium of Conductive Education. The school also operates Paces Outreach Programme that supports 21 children aged 0-4.

Paces school is to move to new premises (Thornccliffe Hall) in September 2022 which will increase our capacity to support more children, helping to meet significant need for SEN school places.

Paces also operates an Adult Day Service and Adult Sessional Service.

Paces Adult Day Service supports young adults to continue life-long learning at Paces. Programmes assist young people to live independently or in supported accommodation.

Paces Sessional Conductive Education Programme supports adults with Parkinson's and people who have experienced a stroke. We presently support 11 adults and also offer remote sessions through our website and one-to-one Zoom sessions.

Our Family Services Team support Paces parents, family members and carers.

Job Purpose:

Paces recently moved its Adult Service Provision to Smithy Wood Business Park, increasing its ability to support a higher number of adults in both its Adult Day Service and its Adult Sessional Programme.

We are seeking to grow both services and employing a Conductor is essential to meeting that aim.

The postholder will deliver both day service provision and our sessional programme, it is thought at this time that the post will be split 2.5 days / 2.5 days between both services (but this split may be determined by demand for the service).

The postholder will oversee the production, promotion and delivery of Conductive Education programmes for people with neurological conditions, ensuring that resources are in place and key relationships are established to achieve high quality outcomes that promote self-reliance, nurture independence, and foster a sense of wellbeing.

Roles and Responsibilities:

In collaboration with the Adult Services Manager, Senior Conductor, Conductor Assistants and relevant Paces departments:

1. Delivery, Planning and Organisation of Activities

- Delivery of Conductive Education programmes for both Paces Adult Day Service and Paces Adult Sessional Service.
- Plan and manage short- and medium-term goals in conjunction with the Adult Services Manager.
- Plan and implement daily programmes for individuals and groups as appropriate.
- Tailor programmes to the individual needs of adults.
- Replenish materials and order resources as required – with support of the Adult Services Manager.
- Assist in the organisation of complimentary activities which will contribute to beneficiaries' overall wellbeing.

2. Assessment of Adults

- Help to receive and manage all referrals.
- In partnership with the Adult Services Manager and Senior Conductor undertake assessments / initial consultations.
- Liaise with stakeholders / other professionals for assessment purposes.
- Assess an individual's suitability for relevant programmes.
- Manage the documentation process of assessments.

3. Working with Adults

- Deliver conductive education programmes, within the context of personal outcomes.
- Organise meetings with participants / families / carers on a regular basis to discuss progress and review their programmes.
- Support the group / individuals to develop or re-learn core skills.
- Develop communication skills alongside communication therapist support, where appropriate.
- Stimulate and motivate individuals to engage and take part in a range of beneficial activities.
- Support people to identify forms of assistive technology that aid communication and daily living.

4. Progression and Evaluation

- Develop and implement the on-going evaluation procedures needed to assess adult's progression.
- Contribute to Paces Adult Service evaluation process.

5. Care and Welfare of Adults

- Adhere to, and implement Paces Safeguarding, Health and Safety, Equal Opportunities and Fire Regulation policies.
- Assist with the transfer of adults from transport vehicles, wheelchairs and mobility appliances as required
- Support the emotional wellbeing of adults
- Support adults with all aspects of personal care
- Administer first aid where required
- Deliver programme activity with dignity and respect

6. Environment and Resources

- Ensure both the Day Service and Sessional Service is a welcoming, clean and conducive environment
- Working with the Adult Services Manager purchase necessary equipment and programme resources

7. Family Liaison

- With support of the Adult Services Team undertake family / carer liaison duties where appropriate
- With support of the Adult Services Team provide information and advice to families / carers where required.

8. Staff Supervision

- Manage and supervise Conductor Assistants.
- Oversee personal / professional development including individual training plans and appraisals.
- Guide and assist Conductor Assistants undertaking training and work experience as appropriate.

9. Project Development

- Participate in Adult Services Steering Group meetings.

10. Personal Development / General Duties

- Participate in recommended training programmes, conferences or courses and other aspects of personal growth, as part of their own professional development and as part of the Adult Service Development Plan.
- Undertake any other duties commensurate with the post as requested by line management.

