



Thornccliffe Hall, Newton Chambers Rd, Chapeltown, Sheffield, S35 2PH  
 t 0114 2845298 | e office@paces-school.org.uk | w paceschool.org.uk

**Job description**

<b>Job Title</b>	Conductor Assistant / Teaching Assistant (term time only)
<b>Location</b>	South Yorkshire, UK
<b>Reporting to</b>	Conductor/Teacher(s)
<b>Salary:</b>	£19,234 (actual salary) £11.50 per hour
<b>Hours</b>	37.5 hours per week; 39 weeks per year
<b>Probationary Period</b>	Three months
<b>Type:</b>	Full Time post

**Description of Paces:**

Paces Sheffield is a specialist centre and charity for children and adults with neurological conditions (mainly cerebral palsy). Paces delivers Conductive Education: a holistic package of support that aims to help individuals obtain the greatest level of independence through a range of supportive measures.

Paces School is a small specialist school for children living with Cerebral Palsy and other neurological disorders situated in the North of Sheffield and provides education for children from Sheffield and other neighbouring authorities. Paces is a non-maintained special school that delivers the National Curriculum through the framework of Conductive Education.

Parents, staff, governors and trustees have overseen the growth of Paces as a charity, with the school gaining Non-Maintained Special School status in 2009.

Paces aims to provide and develop a curriculum that enriches the learning opportunities for all the children with a child-centred approach which fosters an environment in which each child is given the tools and the motivation to achieve their goals. Each day at Paces is very carefully planned by our fantastic team of staff who are dedicated to providing the highest level of education possible for the children.

**Job Summary:**

The role will be to support the Conductor/Teacher with a variety of tasks to ensure that the planning and implementing of the daily Conductive Education programme is completed correctly and all procedures and policies are followed accordingly.

**Roles and Responsibilities:**

The post holder will undertake all tasks required within the remit of this role, including but not limited to:

- Supporting the delivery of Conductive Education programmes.
- Assist and take part in planning and implementing daily programmes under the direction of the conductor-teacher/teacher.
- Assist in planning and preparing the learning environment.

**Headteacher: Ruth Liu**  
**DfE Reg No: 373/7044**





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- Assist with general housekeeping tasks.
- Demonstrate enthusiasm and a responsibility towards promoting the educational and developmental potential of all children.
- Treat the children/young people with dignity and respect.
- Maintain professional attitudes and loyalty to the school at all times.
- Attend all staff meetings and recommended training programmes for their own professional development.
- To undertake Performance Management on a yearly cycle. This will be informed by observations and discussions throughout the year.
- Supporting pupils with self-care and personal care activities.
- Undertakes other duties commensurate with the post as requested by line management.
- Follow the relevant school policies and practices including but limited to:
  - Paces Health and Safety policy; Equal opportunities policy; Safeguarding policies
  - Demonstrate a responsibility towards promoting the educational and developmental potential of all pupils

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be able to work effectively in a team</li> <li>• Communicate with parents, team members and other professionals.</li> <li>• Commitment to raise achievement and aspirations of children.</li> <li>• Commitment to play a full part in the life of the school community.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic nature / personality</li> </ul>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Willingness to attend recommended training programmes for their own professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Teaching Assistant qualification or equivalent.</li> </ul>
<b>Work Circumstances</b>	<ul style="list-style-type: none"> <li>• Post is subject to a full DBS enhanced disclosure.</li> <li>• Commitment to safeguarding the welfare of children and to providing equality of opportunity.</li> </ul>	

**Paces School is committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service**

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Paces School is proud to be a part of Paces Sheffield, which is a registered Charity and Company limited by guarantee.  
Charity No: 1104356 - Company No: 4793176  
Registered Office Address: Unit 4, Smithy Wood Business Park, Smithy Wood Drive, Sheffield, S35 1QN

