

Wolverhampton City Council
Role Profile Description
LPDSB10

Date	June 2010
Family	Learning and People Development (School Based)
Role Profile Level Number	10
Purpose	
To support the delivery of learning to individuals or and groups of pupils in a school or educational establishment setting.	
Role Accountability	End Result
Planning/Preparation	
Prepare for a defined programme/ activity to take place within a specified timescale.	<ul style="list-style-type: none"> The programme/activity has been prepared to required content and standards
Delivery	
Support the delivery of a specific programme/activity under direction.	<ul style="list-style-type: none"> The programme/activity is supported effectively
Co-ordination	
Ensure the availability of the necessary materials and equipment required to deliver the programme/activity.	<ul style="list-style-type: none"> Materials and equipment are effectively delivered and in working order to enhance the programme/activity
Record Keeping	
Carry out basic record keeping.	<ul style="list-style-type: none"> Records are maintained in an accurate and complete manner in the required format The impact on the individual/group can be assessed

Nature of Contacts and Relationship (who and the nature of the communications)
<ul style="list-style-type: none"> Day to day routine contact with pupils, teachers, parents, carers, and other professionals
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> Predominantly in a school / educational establishment or Council premises or in the community – may involve working outside and in inclement weather
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> Providing services within well established instructions and standards
Planning Requirement
<ul style="list-style-type: none"> Organise and co-ordinate events under direction.
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> Post holders will be responsible for setting up the work area including use of any equipment and maintaining basic records
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> Literate and numerate Basic knowledge of the discipline and nature of facilities and learner groups
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> Operation of relevant equipment Basic ICT skills