

**Wolverhampton City Council**  
**Role Profile Description**  
**LPDSB22**

<b>Date</b>	<b>December 2011</b>
<b>Family</b>	<b>Learning and People Development (School based)</b>
<b>Role Profile Level Number</b>	<b>22</b>
<b>Purpose</b>	
To facilitate and deliver a range of learning and skills support to meet specific pre-assessed learning needs for individuals and small groups of pupils in a school or educational establishment environment.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning/Preparation</b>	
Prepare and plan a specific programme/activity.	<ul style="list-style-type: none"> <li>• Appropriate resources are in place</li> <li>• The programme/activity is prepared and delivered effectively</li> </ul>
Gather information from the pupil(s) to investigate and analyse need.	<ul style="list-style-type: none"> <li>• Appropriate programme/plan is developed</li> <li>• Content and programme priorities are established</li> </ul>
<b>Delivery</b>	
Implement a defined programme/activity within a specified timescale.	<ul style="list-style-type: none"> <li>• The programme/activity is delivered effectively</li> </ul>
<b>Co-ordination</b>	
Co-ordinate the use of resources and with others engaged in delivering the programme.	<ul style="list-style-type: none"> <li>• Complimentary skills and resources are used effectively to enhance the programme/activity and ensure best use of resources</li> </ul>
<b>Monitoring and Assessment</b>	
Monitor/provide feedback on pupil(s) progress.	<ul style="list-style-type: none"> <li>• Delivery is effective</li> <li>• The impact is demonstrated by the individual/group</li> </ul>
Provide feedback on programme effectiveness.	<ul style="list-style-type: none"> <li>• Contribution to effective content</li> </ul>

May provide informal assessment on pupil(s) performance against set standards.	<ul style="list-style-type: none"> <li>Performance standards are maintained</li> </ul>
Ensure preparation of venue and assess and manage risks according to set procedures.	<ul style="list-style-type: none"> <li>Venue supports pupil(s)</li> <li>Users' H&amp;S is supported</li> </ul>
<b>Record Keeping</b>	
Record outcomes of activities.	<ul style="list-style-type: none"> <li>Records are maintained in an accurate and complete manner in the required format</li> <li>Review and report the outcomes of the programme</li> </ul>
<b>Nature of Contacts and Relationship (who and the nature of the communications)</b>	
<ul style="list-style-type: none"> <li>Work in partnership with other internal and external colleagues and professionals sharing and co-ordinating resources</li> <li>Day to day routine contact with pupils, teachers, parents, carers, and other professionals</li> <li>Headteacher / teaching colleagues – receive work instruction and refer problems</li> <li>Exchange routine information regarding conduct and progress of pupils with relevant staff</li> </ul>	
<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>	
<ul style="list-style-type: none"> <li>Predominantly in school or establishment premises/facilities – may involve working outside and in inclement weather</li> </ul>	
<b>Procedural Context (creativity, discretion, impact)</b>	
<ul style="list-style-type: none"> <li>Duties are carried out in accordance within set standards and procedures</li> <li>May tailor service to meet learner needs</li> </ul>	
<b>Planning Requirement</b>	
<ul style="list-style-type: none"> <li>Plan and deliver individual and/or group programmes/activities within a predetermined framework</li> </ul>	
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>	
<ul style="list-style-type: none"> <li>n/a</li> </ul>	

<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• A vocational qualification equivalent to NVQ3 relevant to the work area and good practical knowledge of subject area</li> </ul>
<b>Equipment Operated and Essential Skills</b>
<ul style="list-style-type: none"> <li>• A thorough knowledge of working practices and policy</li> <li>• ICT skills</li> </ul>