

Wolverhampton City Council
Role Profile Description
LPDSB25

Date	July 2011
Family	Learning and People Development (School Based)
Role Profile Level Number	25
Purpose	
To facilitate and deliver a range of learning and skills support to meet pre-assessed learning needs for individual and groups of pupils in a school or educational establishment setting.	
Role Accountability	End Result
Planning/Preparation	
Prepare and plan a specific programme/activity.	<ul style="list-style-type: none"> • Appropriate resources are in place • The programme/activity is prepared and delivered effectively
Delivery	
Implement a defined programme/ activity within a specified timescale.	<ul style="list-style-type: none"> • The programme/activity is delivered effectively
Co-ordination	
Co-ordinate the use of resources and with others engaged in delivering the programme.	<ul style="list-style-type: none"> • Complimentary skills and resources are used effectively to enhance the programme/activity and ensure best use of resources
Monitoring and Assessment	
Monitor/provide feedback on pupil progress.	<ul style="list-style-type: none"> • Delivery is effective • The impact is demonstrated by the individual pupil or the group
Provide feedback on programme effectiveness.	<ul style="list-style-type: none"> • Contribution to effective content
May provide informal assessment on pupil performance against set standards.	<ul style="list-style-type: none"> • Performance standards are maintained
Ensure preparation of the teaching area and assess and manage risks according to set procedures.	<ul style="list-style-type: none"> • Teaching area supports pupil(s) • Pupil H&S is supported

Record Keeping	
Record outcomes of activities.	<ul style="list-style-type: none"> Records are maintained in an accurate and complete manner in the required format Review and report the outcomes of the programme
Nature of Contacts and Relationship (who and the nature of the communications)	
<ul style="list-style-type: none"> Work in partnership with other internal and external colleagues and professionals sharing and co-ordinating resources Day to day routine contact with pupils, teachers, parents, carers, and other professionals Headteacher / teaching colleagues – receive work instruction and refer problems Exchange routine information regarding conduct and progress of pupils with relevant staff 	
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)	
<ul style="list-style-type: none"> Predominantly in school or establishment premises/facilities – may involve working outside and in inclement weather 	
Procedural Context (creativity, discretion, impact)	
<ul style="list-style-type: none"> Duties are carried out in accordance within set standards and procedures May tailor service to meet learner needs 	
Planning Requirement	
<ul style="list-style-type: none"> Plan and deliver individual and/or group programmes/activities within a predetermined framework 	
Key Facts and Figure Ranges (include likely size of any team managed)	
<ul style="list-style-type: none"> n/a 	
Skills, Knowledge and Qualifications	
<ul style="list-style-type: none"> A vocational qualification equivalent to NVQ3 relevant to the work area and good practical knowledge of subject area 	

Equipment Operated and Essential Skills
<ul style="list-style-type: none">• A thorough knowledge of working practices and policy• ICT skills