

**Wolverhampton City Council**  
**Role Profile Description**  
**LPDSB30A**

<b>Date</b>	<b>July 2011</b>
<b>Family</b>	<b>Learning and People Development (School Based)</b>
<b>Role Profile Level Number</b>	<b>30A</b>
<b>Purpose</b>	
To facilitate, develop and deliver learning and development programmes and activities that develops specific skills in individual and groups of pupils in a school or educational establishment setting.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Planning and Preparation</b>	
Contribute to work planning and resource allocation.	<ul style="list-style-type: none"> <li>Resources are organised and used effectively</li> </ul>
Gather specialist information from the pupil / group 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>	
Develop and agree a course of action covering the short and medium term.	<ul style="list-style-type: none"> <li>Programmes and activities are delivered to an agreed schedule to which pupils buy in</li> </ul>
May be required to deliver programmes and advice at foundation level to other practitioners and managers.	<ul style="list-style-type: none"> <li>Awareness of the topics is raised</li> </ul>
<b>Co-ordination</b>	
Establish and maintain communication channels with parallel and other relevant programme and activity leaders and others as required.	<ul style="list-style-type: none"> <li>Programmes are compatible and complementary with each other</li> <li>Best use is made of resources to achieve value for money</li> </ul>

<b>Monitoring and Assessment</b>	
Assure the effective and appropriate delivery of content.	<ul style="list-style-type: none"> <li>• Programmes/activities are delivered in a well structured manner</li> <li>• Sessions are provided in a safe and stimulating learning environment</li> <li>• Improvements are identified and implemented</li> </ul>
<b>Record Keeping</b>	
Maintain a data base of relevant knowledge, experience, policy and resources.	<ul style="list-style-type: none"> <li>• Programmes are well informed and reflect good practice</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 or in pupils homes – may involve working outside and in inclement weather</li> </ul>	
<b>Procedural Context (creativity, discretion, impact)</b>	
<ul style="list-style-type: none"> <li>• Will be involved in developing pupil action plans, and undertaking needs analysis generally working with individual or group of pupils</li> </ul>	
<b>Planning Requirement</b>	
<ul style="list-style-type: none"> <li>• Plan and deliver individual and term sessions</li> </ul>	
<b>Key Facts and Figure Ranges (include likely size of any team managed)</b>	
<ul style="list-style-type: none"> <li>• May oversee colleagues undertaking associated or support duties but no formal management or supervisory or budget responsibilities</li> </ul>	

<b>Skills, Knowledge and Qualifications</b>
<ul style="list-style-type: none"> <li>• A vocational qualification 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>