

Wolverhampton City Council
Role Profile Description
LPDSB30S

Date	December 2010
Family	Learning and People Development (School based)
Role Profile Level Number	30S
Purpose	
To provide advice on and implement development programmes for individual and groups of pupils and review the effectiveness of programmes and activities in a school or educational establishment environment.	
Role Accountability	End Result
Planning	
Produce development plans that are tailored to the needs of individuals or groups of pupils.	<ul style="list-style-type: none"> • A programme of learning and development is delivered within a theme, group or individual
Formulate and design development programmes that reflect the needs of individuals and groups of pupils.	<ul style="list-style-type: none"> • The requirements of individuals or groups are met in the available programmes
Delivery	
May be required to deliver programmes and advice at foundation level to other practitioners, Headteachers and managers	<ul style="list-style-type: none"> • Awareness of the topics is raised • Corporate outcomes are influenced
Oversee and control the implementation of programmes/activities.	<ul style="list-style-type: none"> • Programmes are delivered to the required standards and timescale.
Co-ordination	
Establish and maintain communication channels with parallel and other relevant programme and activity leaders and others as required.	<ul style="list-style-type: none"> • Programmes are compatible and complementary with each other • Best use is made of resources to achieve value for money
Monitoring and Assessment	
Monitor and verify programmes to identify their effectiveness.	<ul style="list-style-type: none"> • Standards are maintained and improved • Actions are taken to correct deficiencies • Accreditation maintained

Training and Supervision	
Supervise and/or develop the skills and capacity of others involved in delivering activities and programmes.	<ul style="list-style-type: none"> The capacity to deliver the scheduled programmes and activities is obtained
People Management	
Assist in leading, developing and motivating a team of staff.	<ul style="list-style-type: none"> Development of team members' skills and knowledge so they are capable of achieving the required performance Achievement of work objectives
Nature of Contacts and Relationship (who and the nature of the communications)	
<ul style="list-style-type: none"> Working in partnership with community and voluntary groups, internal and external partners and potential contact with members of the governing body to provide advice on the programme or activities. 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"> Primarily in a school, educational establishment or Council premises and may be required to work with difficult or complex groups May be required to work off site 	
Procedural Context (creativity, discretion, impact)	
<ul style="list-style-type: none"> Designing and using specialist judgement to tailor programmes that best meet the needs of individuals or groups of pupils Organising own work and co-ordinating work of others 	
Planning Requirement	
<ul style="list-style-type: none"> Organise and plan programmes involving other staff 	

Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • Supervise a team • Authorise spending within budget
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • A vocational qualification relevant to the work area and good practical knowledge of subject area Ability to manage/supervise a team of staff and manage time and resources
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • ICT competent and in key software packages