

Wolverhampton City Council
Role Profile Description
PSWSB10

Date	December 2011
Family	Personal and Social Wellbeing (School Based)
Role Profile Level Number	10
Purpose	
To provide personal and practical assistance to vulnerable pupils and their families or carers and provide them and colleagues with full and accurate information about the pupils situation to promote independence and wellbeing in a school or educational establishment setting.	
Role Accountability	End Result
Practical Assistance	
Provide practical assistance to pupils and their families or carers.	<ul style="list-style-type: none"> • Enabled safe personal care of pupils • Sustenance of pupils • Availability of domestic supplies
Personal Assistance	
Provide intimate personal care to pupils.	<ul style="list-style-type: none"> • Pupils health and maintenance of their personal hygiene
Escorting	
Escort and supervise pupils when travelling.	<ul style="list-style-type: none"> • Ensure pupils safe and sound transit
Reports	
Report on pupils circumstances.	<ul style="list-style-type: none"> • Current information about pupil is up to date • The relevant responsible authority is informed • Pupils changing needs are met within an appropriate elapsed time • Maintenance of vulnerable pupils' health and safety
Take basic information relevant to the pupil circumstances and pass on to appropriate responsible person.	<ul style="list-style-type: none"> • Support the appropriate actions of others based on up to date, accurate information • Integrated service
Guidance	
Inform pupils and their families or carers how to contact the relevant service/person that can offer assistance.	<ul style="list-style-type: none"> • Accurate sign posting • People know how to obtain the service and assistance they need

Nature of Contacts and Relationship (who and the nature of the communications)
<ul style="list-style-type: none"> • Works directly with pupils • Communicates with pupils and their families or carers and others responsible for their well-being (Headteacher / teaching & Non-teaching Colleagues. • Makes reports to Headteacher / Supervisor • Co-operates with other agencies
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • May involve dealing with physical challenging behaviour • Dispersed location and environment • May be a lone worker • Undertaking disagreeable personal care tasks • Moving and handling of pupils for transit (e.g. wheelchair users)
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> • Carry out duties according to instruction and standard procedure • Refer non-standard situations elsewhere • Deal with immediate emergency situations
Planning Requirement
<ul style="list-style-type: none"> • Following an established care plan • Dealing with immediate situation
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • Typical number of concurrent assignees – typically one-to-one interaction with pupils and groups
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • No formal qualifications necessary • Induction training (up to 1 week) including policy, procedures and basic health and safety and personal care • Basic reading and writing • May involve ½ day training to learn basic First Aid
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • Practical experience in workplace with vulnerable people to understand safety hazards • Knowledge of where to refer emergencies and non-standard cases • May involve manoeuvring wheelchairs • May involve moving and handling equipment