

**Wolverhampton City Council**  
**Role Profile Description**  
**PSWSB5**

<b>Date</b>	<b>November 2011</b>
<b>Family</b>	<b>Personal and Social Wellbeing (School Based)</b>
<b>Role Profile Level Number</b>	<b>5</b>
<b>Purpose</b>	
To support the provision of personal and practical assistance to vulnerable pupils and their families or carers to promote independence and wellbeing in a school or educational establishment setting.	
<b>Role Accountability</b>	<b>End Result</b>
<b>Practical Assistance</b>	
Support the provision of practical assistance to pupils and their families or carers.	<ul style="list-style-type: none"> <li>• Enabled safe personal care of vulnerable pupils</li> <li>• Sustenance of vulnerable pupils</li> <li>• Availability of domestic supplies</li> <li>•</li> </ul>
<b>Personal Assistance</b>	
Provide intimate personal care to vulnerable pupils	<ul style="list-style-type: none"> <li>• Pupils health and maintenance of their personal hygiene</li> </ul>
<b>Escorting</b>	
Escort and supervise pupils when travelling.	<ul style="list-style-type: none"> <li>• Ensure pupils safe and sound transit</li> </ul>
<b>Reports</b>	
Provide verbal reports to appropriate responsible person and complete standard checklist reports on pupils' circumstances.	<ul style="list-style-type: none"> <li>• Current information about the pupil is up to date</li> <li>• The relevant responsible authority is informed</li> <li>• Pupils changing needs are met within an appropriate elapsed time</li> <li>• Maintenance of vulnerable pupils health and safety</li> <li>• Support the appropriate actions of others based on up to date, accurate information</li> <li>• Integrated service</li> </ul>
<b>Guidance</b>	
Where asked provide basic information about the relevant service/person that can offer assistance.	<ul style="list-style-type: none"> <li>• Accurate sign posting</li> <li>• People know how to obtain the service and assistance they need</li> </ul>

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