Wolverhampton City Council
Role Profile Description
LPD20

Date	**June 2010**
Family	**Learning and People Development**
Role Profile Level Number	**20**
Purpose	
To facilitate and deliver a range of learning and skills support to meet basic pre-assessed learning needs for individuals and small groups.	
Role Accountability	**End Result**
Planning/Preparation	
Prepare and plan a specific programme/activity.	• Appropriate resources are in place • The programme/activity is prepared and delivered effectively
Delivery	
Implement a defined programme/ activity within a specified timescale.	• The programme/activity is delivered effectively
Co-ordination	
Co-ordinate the use of resources and with others engaged in delivering the programme.	• 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 learners' progress.	• Delivery is effective • The impact is demonstrated by the individual/group
Provide feedback on programme effectiveness.	• Contribution to effective content
May provide informal assessment on learners' performance against set standards.	• Performance standards are maintained
Ensure preparation of venue and assess and manage risks according to set procedures.	• Venue support learners • Users' H&S is supported

Record Keeping	
Record outcomes of activities.	• 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)

- Contact with the public, learners and support network—answering questions and providing information to learners and support network in areas of activity which are closely defined by policy procedure and working practice
- Work in partnership with other internal and external colleagues and professionals sharing and co-ordinating resources
- Facilities staff

Working Environment Context (disruption, physical, disagreeable, health and safety aspects)

- Predominantly in Council premises/facilities or in the community – may involve working outside and in inclement weather

Procedural Context (creativity, discretion, impact)

- Duties are carried out in accordance within set standards and procedures
- May tailor service to meet learner needs

Planning Requirement

- 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)

- n/a

Skills, Knowledge and Qualifications

- A vocational qualification relevant to the work area or willing to work towards

Equipment Operated and Essential Skills

- Ability to use equipment relevant to the work area
- May involve basic ICT skills