

Role Profile

Date	1 June 2007
Family	Learning & Personal Development
Role Profile Level	6S

PURPOSE

Assist in supervising a team planning and delivering learning and training that develops specific skills in individuals and groups, including pre-school children.

ROLE ACCOUNTABILITY	END RESULT
Planning and Preparation	
Developing plans for programmes/activities and organise availability of equipment and materials. Contribute to individual learning plans.	- Activities happen as planned. - Resources are organised and used effectively
People Management	
Supervise others involved in delivering activities and programmes, including supervision of students.	- Keen capable & informed staff - Technical & procedural support given - Class discipline maintained - Adherence to HR procedures
Monitoring and Assessment	
Assist in evaluating the effectiveness of programmes and activities. Observe, assess and record individual progress and undertake straightforward follow up action	- Improvements are identified and implemented - Individual progress is monitored
Relationships	
Communicate with other practitioners and professionals as required. Resolve issues in consultation with relevant stakeholders when necessary and escalate critical/complex problems.	- Information shared with relevant practitioners and professionals - Concerns/problems are dealt with quickly and effectively
Delivery	
Support the delivery of specific programmes/activities under direction, including supervising individual or group activities.	- The programme/activity is delivered effectively - Adequate supervision in place - Teaching and other staff supported
Personal Support	
Provide practical assistance to individuals, including support and assistance with personal hygiene	Health, safety and welfare requirements met, particularly of vulnerable service users

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Working directly with clients including children, parents and vulnerable adults in areas of activity which are closely defined by policy procedure and working practice Internal and external colleagues planning, co-ordinate resources and share information. Supervising, supporting and developing staff.
Working Environment Context (physical, disagreeable, health and safety aspects)
Primarily in council premises and may be required to support activity trips. May be involved in providing practical assistance with personal hygiene.
Creativity; discretion; impact: concentration
Will be involved in developing activities and individual learning plans. Adapting activities to meet the needs of individuals, under direction. Generally working with individual or small group of clients.
Planning requirement
Assist in planning and delivery of individual and group sessions for up to three months in advance. Plan and prepare materials and equipment for activities within overall programme. Assist in planning and co-ordinating the work of the team.
Key facts and figure ranges (include likely size of any team managed)
Supervise a small team No budget responsibilities. Some cash handling Organising and setting up materials and equipment for activities.
Knowledge and qualifications (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Relevant SVQ3, HNC qualification with supervisory experience or qualification Communication skills
Equipment operated and essential skills
Use of activity specific materials and equipment