Role Profile

Date	**1 June 2007**
Family	**Learning & Personal Development**
Role Profile Level	**4A**

PURPOSE
To support the delivery of learning and training to individuals or groups with severe additional needs.

ROLE ACCOUNTABILITY	**END RESULT**
Preparation	
Prepare for a defined programme/ activity to take place within a specified timescale and adapt activities to individuals' needs.	• The programme/activity takes place to required content and standards.
Delivery	
Support the delivery of a specific programme/activity under direction, including supervising individual or group activities and specialised one to one support	• The programme/activity is delivered effectively • Adequate supervision and support in place • Teaching and other staff supported
Co-ordination	
Ensure the availability and set up of the necessary materials and equipment required to deliver the programme/activity. Maintain, control and order materials and supervise the use of materials under direction.	• Materials and equipment are in place and in working order to enable the programme/activity
Record Keeping	
Carry out routine record keeping.	• Records are maintained in an accurate and complete manner in the required format • The impact of programmes on the individual/group can be assessed
Practical Assistance	
Provide practical assistance to individuals, including support and assistance with personal hygiene	• Individuals supported in learning and training • Health, safety and welfare requirements met, particularly of vulnerable service users
Cash handling	
Assist with collection/disbursement of money, including petty cash and payments	• Accurate recording of small transactions

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Working directly with clients with severe special educational, physical, behavioural or social needs, under supervision, in areas of activity which are closely defined by policy, procedure and working practice. Clients and client groups will be children and vulnerable users.
Working Environment Context (physical, disagreeable, health and safety aspects)
Predominantly in Council premises or in the community – may involve working outside and in inclement weather. May involve assisting with personal hygiene
Creativity; discretion; impact: concentration
Providing services within well established instructions and standards. Adapting activities to meet the needs of individuals under direction.
Planning requirement
Organise and co-ordinate events and activities under direction.
Key facts and figure ranges (include likely size of any team managed)
Responsible for setting up the work area including use of any equipment and maintaining records. May also collect and handle small sums of money
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.)
Literate and numerate Knowledge of the relevant procedures and working practice within the learning/training area Experience of dealing with clients with additional needs Communication skills
Equipment operated and essential skills
Operation of relevant equipment Basic IT skills