

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>7PCS</b>	<b>Role Title</b>	<b>Practitioner - Alternative Learning Programme</b>
<b>Grade</b>	PS7	<b>Reports to (role title)</b>	<b>ALP Alternative Education Manager</b>
		<b>Directorate</b>	<b>CFL Children, Families &amp; Learning</b>
<b>JE Band</b>	228-268	<b>Service</b>	<b>Education, Lifelong Learning and Culture Division</b>
		<b>Team</b>	<b>CSL Alternative Learning Programme</b>
		<b>Date Role Profile was created</b>	<b>25.02.2019</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To deliver and support the development of an outcome based alternative education programme. This involves delivering a planned curriculum based on young people needs. The target group are young people who are not in mainstream education and those with special educational needs. Our aim is to engage young people and support them back into the Alternative Education Programme where historically education has not be a positive experience.
<b>Work Context</b>	<ol style="list-style-type: none"> <li>1. To deliver a planned programme to groups and on a 1:1 basis of referred young people.</li> <li>2. Be a key worker to a number of allocated young people, this will involve being their consistent link through their time with ALP, whilst being supervised.</li> <li>3. To deliver and support the development of a full time curriculum programme for each of the young people on ALP. This involves delivery of formal and informal education that is linked to the individual personalised learning plan.</li> <li>4. Lead an area of specialism within the team that fully integrated into the core of the programme.</li> <li>5. Support young people to prepare for post 16 and ensure a transition plan is in place for the end of year 11.</li> <li>6. To liaise with other professionals involved with the delivery of services to the young people with regard to their individual action plans, annual reviews, PEPs and supporting plans within Family Resilience and Safeguarding.</li> <li>7. Complete daily, weekly and termly reports that are shared with other professionals and Schools.</li> <li>8. To transport young people as part of our delivery from Home placement to where the programme is delivered using the project vehicles.</li> <li>9. Supervise bank workers where required to support the delivery of the programme.</li> <li>10. Familiarise, uphold and promote the aims of the council's Equality and Diversity and Safeguarding policies in the course of day-to-day work.</li> <li>11. Take an active role in CPD which includes training and full participation in team meetings.</li> </ol>
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	N/A
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Contribute to risk awareness in carrying out duties and raise issues where appropriate.</li> <li>• Assess and manage risk associated with assigned cases/service delivery to ensure safeguarding of service users.</li> </ul> <p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>• Monitor, manage and deliver care plans in specified service area.</li> <li>• Undertake case related reports and maintain records in accordance with procedural and legislative requirements.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Initiate assessments, plan and carry out care management within procedural and regulatory framework. May plan the work of other staff.</li> <li>• Assist in development and project work, and working with other staff to provide information and feedback.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Make recommendations for the provision of services in line with the budget determined according to assessment of needs.</li> </ul>

	<p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and work in partnership with other internal departments, partner organisations, agencies and/or contractors and engage with the community and volunteers.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• Contributes to the induction and training of new staff and the on-going development of more junior staff, and may coordinate and supervise the work of team assistants.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Vocational Qualifications Level 3 or equivalent in relevant field with practical knowledge of service user group needs, or equivalent experience.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Understanding of relevant legislation, processes and procedures and issues relating to the service user group.</li> <li>• Ability to show an understanding of the circumstances of people with more complex social care needs, to gather detailed and appropriate information and to reach a view about the likely source of assistance.</li> <li>• Able to plan, manage and prioritise a caseload and seek guidance where necessary.</li> <li>• Numerate and able to make recommendations for the provision of services in line with the budget determined according to assessment of needs.</li> <li>• Competent in a range of IT tools including MS Office and database management systems.</li> <li>• Effective written and oral communication and interpersonal skills with the ability to build relationships with a range of stakeholders.</li> <li>• Problem solving skills or ability to undertake process or practice improvement with minimal supervision.</li> <li>• Ability to work effectively and flexibly as part of a team, and provide guidance and assistance to less experienced or more junior members of staff.</li> <li>• Experience of working with the user group and of staff supervision where appropriate.</li> <li>• Satisfactory DBS clearance might be required.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Hold a qualification relevant to working with challenging young people. Have experience of working with challenging and vulnerable young people.</p>
<p><b>Role Summary</b></p>	<p>Roles at this level provide a practical front line support service helping with advice and guidance, managing a varied caseload, and working as necessary with community, professional groups and local organisations to ensure provision of support. They have practical knowledge of the procedural framework, service user group needs, and are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element, mainly in terms of planning own time, planning and prioritising for the weeks ahead. Although most work will follow established patterns, initiative is needed to resolve problems and queries based on experience and judgement, mainly without reference to others, but with access to clear guidance. They may supervise a team and coordinate service delivery in their own service area.</p>