

Role profile description

Date	August 2020
Family	Teaching & Learning Support
Role profile level number	50A
Purpose	
To provide advice on a range of specialist subject areas for programmes and activities that develops the capacity of individual and groups.	
Role accountability	End result
Planning	
Interrogate needs, recommend actions and establish priorities.	<ul style="list-style-type: none"> • Systematic allocation of available resources to achieve agreed objectives
Delivery	
Deliver learning and provide expert advice to internal and external customers and stakeholders.	<ul style="list-style-type: none"> • Standards are determined, maintained and skill base enhanced • Learning is provided in a safe and stimulating learning environment
Co-ordination	
Liaise and co-ordinate activities and resources with service partners and stakeholders.	<ul style="list-style-type: none"> • Working practices are integrated across partnerships to achieve and improve service delivery
Represent the Together Trust and partner organisations on policy matters.	<ul style="list-style-type: none"> • Together Trust's and partners' policy is represented effectively • Public Relations is visible and in accordance with guidelines
Research	
Undertake and arrange research to inform learning, policy and organisational development.	<ul style="list-style-type: none"> • Service delivery is informed by latest thinking and good practice

Assessment/Risk management	
Conduct assessments in particularly complex or high-risk circumstances.	<ul style="list-style-type: none"> • Determine any safeguarding/wellbeing issues that exist or that may develop • Take action to respond to any identified safeguarding/wellbeing issues • Increased protection of vulnerable people and ensured safeguarding procedures are followed
Assess and manage the risk associated with team cases.	<ul style="list-style-type: none"> • Day to day prioritisation of casework
Service Development	
Contribute to the development of service planning within the service.	<ul style="list-style-type: none"> • Optimum use of available resources • Improved quality of service and efficiency
Relationships	
Represent the service in liaison with other agencies and disciplines in order to reach decisions.	<ul style="list-style-type: none"> • Integrated approach between agencies • Improved effectiveness and efficiency in service delivery
Multi-disciplinary Working	
<p>Effective communication across teams (internally and externally) to promote best outcomes for service users.</p> <p>Acts as a key point of contact that the service user and their family can rely on, and who is able to support them in making choices and in navigating their way through the system.</p>	<ul style="list-style-type: none"> • Appropriate well planned interventions when needed - regularly reviewed and effectively and efficiently delivered • Overlap and inconsistency from other practitioners reduced • Promotion of a positive reputation of Together Trust • Benchmarking against services offered by external agencies/organisations • Ensuring Trust offering competitive services
Nature of contacts and relationship (who and the nature of the communications)	
<ul style="list-style-type: none"> • Working in partnership with other agencies schools, settings in supervising and monitoring the quality of delivery • May have contact with governors 	

Working environment context (disruption, physical, disagreeable, health and safety aspects)

- Office based but may require some off site working

Procedural context (creativity, discretion and impact)

- Making judgements and decisions within the scope of the policy framework and recommending changes

Planning requirement

- Contributes to service and improvement planning

Key facts and figure ranges (include likely size of any team managed)

- No budget responsibilities

Skills, knowledge and qualifications

- Qualified in professional discipline with good working knowledge of the work/sector area
- Post graduate professional qualification in practice and/or in management
- Organisational awareness and understanding of political agenda
- Understanding of roles of key partnership agencies
- Resource management ability
- Deep understanding of relevant legislation
- Teaching qualification and relevant subject qualification
- Continuous professional development plan is maintained in line with relevant professional standards

Equipment operated and essential skills

- ICT literate

Role profile specific behaviours

Introduction

Our behaviours framework describes the actions we believe are at the heart of bringing our values to life at Together Trust. They explain how we should approach our behaviours at work. This is a generic framework designed to introduce the concept of behavioural competencies in a flexible format in the first instance. The behaviours are split into several levels to reflect the different expectations we should have of ourselves and colleagues whatever their role in the organisation.

Positive:

We take pride in celebrating the difference we make

Purpose:

Taking a positive approach which delivers high quality people focused service

- I build a shared vision and communicate it effectively to allow teams to work well together
- I give and seek constructive feedback proactively and recognise great performance across services, using reward to celebrate and motivate individuals and teams
- I use coaching skills to ensure that all staff are able to deliver confidently and to the best of their ability.
- I take action to improve quality and positivity across the Trust

Professional:

We act in a fair and respectable way that recognises our collective expertise

Purpose:

Taking a professional approach; building trust, working in partnership, and having a strong focus on delivering the best outcomes for all

- I role model values and standards, giving constructive feedback to others when their actions are not in line
- I proactively identify key stakeholders' changing requirements
- I facilitate effective working between teams to deliver results, recognising the expertise and knowledge of others
- I understand people's expertise, strengths and weaknesses and develop them to meet Trust goals

Passionate:

We encourage creative ideas and inspire one another

Purpose:

Being passionate about continuous improvement in the Trust; bringing new and imaginative ideas, taking calculated risks, and learning from experience

- I seek best practice inside and outside of the Trust to benchmark and improve processes
- I give permission to others to think differently and challenge the status quo
- I prepare people and the organisation for major change initiatives
- I role model good leadership to inspire great performance

Supportive:

We are considerate and caring towards one another

Purpose:

Working in a supportive way with others in the pursuit of collective goals, and valuing diversity in the workplace.

- I take time to know my own team as individuals as well as understanding other departments and services
- I understand my personal impact and know when it is appropriate to amend my behaviour
- I show empathy in my interactions with others
- I empower, encourage and enable people to make them feel that they matter