Job Description:
Functional Skills Tutor

Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	IT tutor
Position:	TUTOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Curriculum Lead – Functional Skills
Additional reporting line to:	Education Manager
Position location:	HMP & YOI BRONZEFIELD

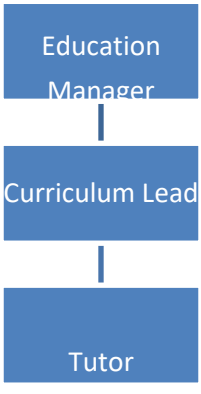
1. Purpose of the Job – State concisely the aim of the job.

- Plan, develop, implement and evaluate activities and appropriate courses
- Challenge negative behaviour and increase self-esteem by role modelling
- Increase prisoners' employability and reduce re-offending by supporting their rehabilitation
- Deliver accredited and non-accredited courses in IT

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Measurements	The department is measured against: ▪ Classroom attendance measures ▪ Qualification targets ▪ Pass rates ▪ Purposeful activity

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- The focus of the department is to provide education opportunities that will enable the prisoners to gain skills and competences that will assist them to return into the community without re-offending.
- The skills gained will enable the women to live independently once discharged. This will allow for better reintegration into society and impact positively on reoffending rates
- To work with other members of the education and regime delivery teams to promote and provide a broad range of relevant educational programmes prisoners.
- To develop the scheme and learning materials, resources and activities.
- To plan and deliver functional digital skills programmes.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Work effectively and efficiently with the Curriculum Lead to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from
- Effectively plan courses and lessons by preparing and using schemes of work and lesson plans for all classes for the benefit of the learner as for evidence at inspection/lesson observations
- To ensure all relevant policies and procedures, such as Security, Health and Safety and Prisoner Welfare, are adhered to and take responsibility of the work area
- Identify the needs of individuals in classes and groups and develop differentiate teaching methods and resources accordingly
- Assist in any marketing strategies related to courses, delivery and training within normal work hours and out of normal work hours
- Monitor take-up of taught course and employ strategies to increase take-up to ensure maximum attendance
- Monitor attendance, achievement and progression of learners reporting any difficulties to your Line Manager
- Attend team meetings to evaluate progress and promote good practice and attend all staff meetings, which will include giving feedback on classes and ideas for development of teaching practice and the Department generally
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by prisoners to maintain standards required
- Contribute to course reviews and setting and monitoring action plans
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Work a 37.5 hour week full time.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP & YOI Bronzefield.

- Participate in training as required in order to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Engage in both planned and un-announced lesson observations carried out at regular intervals throughout the year, acting on feedback and actions from these.
- Prisoners' places will be fully utilised with an identified number of learners being retained and achieve the recognised qualification being delivered
- Prisoners will be fully engaged.
- Clear learning will be taking place.
- Prisoners will have clear ILP (individual learning plan)
- Feedback from learner end of course reports are positive

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Full teaching qualification (Minimum of CTLLS or CET) or PGCE/DIT or working towards
- Experience of delivering accredited courses in the classroom
- Recognised Level 3 qualification or above in an identified subject and professional experience
- To have an interest in the rehabilitation and resettlement of offenders
- To have an ability to communicate effectively at all times through different mediums, including spoken and written communication.
- A flexible and responsive attitude
- Enthusiasm for the subject area
- Willingness to innovate creatively and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion

Desirable

- Experience of instructing/supporting people with challenging behaviour
- Assessor or IV qualification is desirable.
- Experience in a prison environment

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

9. Management Approval – To be completed by document owner

Version	02	Date	30/10/2026
Document Owner	Tanvir Hynes		