

**Job Description:**

**Horticulture instructor**

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| Function: | Industries |
| Position:  | Horticulture Instructor  |
| Job holder: |  |
| Date (in job since): | Immediate |
| Immediate manager (N+1 Job title and name): | Industries Hub Manager |
| Additional reporting line to: | Vocational training and Industries Manager |
| Position location: | HMP/YOI Peterborough |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide learners support to learn, develop and increase their horticulture knowledge and pass a recognised qualification.
* Challenge negative behaviour and increase self-esteem within a supportive environment.
* To increase prisoners’ employability and reduce re-offending.
* Deliver accredited and non-accredited work-based learning.
* Managing prisoners on the Gardens Party.
* Co-ordinating work and the training locations of the prisoner group engaged.
* Managing safe working practices for new prisoners.
* Contributing to the upkeep and maintenance of the prison grounds.
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Work effectively and efficiently with the Vocational Strand Lead to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from.
* Accountability for tools and tool safety.
* 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 audit/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 courses 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 Reducing Reoffending that will contribute to the effective operation of HMP Peterborough.
* To take on responsibilities for a designated group or groups of learners.
* To be involved in all processes and procedures related to the selection, interviewing,
* enrolment, induction and tracking of the Gardens Party.
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Working with challenging prisoners who may at times present with problematic behavior.
* Duty of care for vulnerable prisoners
* Develop effective working relationships across the prison.
* Be compliant with all paperwork requests that feed into performance reports.
* Ensure high standard of delivery.
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| 4. 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. |
| * Enthusiasm in the specialist area
* A flexible and responsive attitude with the willingness to innovate.
* Promotion of equal opportunity and equality and diversity
* Participate in training and development as required.
* Abide by the Sodexo corporate mission statement and all appropriate regulations, policies, and procedures.
* To provide a holistic therapy service for prisoners
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| 2. 5. 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. |
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| Essential * Full teaching qualification (Minimum of CTLLS) or PGCE and working towards an assessor qualification.
* You’re likely to be qualified in one or more of:
* FdSc Horticulture
* BSc (Hons) Horticulture
* FdSc Sports Turf
* BSc (Hons) Sports Turf Science & Management OR
* Recognised Level 3 qualification or above in an identified subject and professional experience. OR Be occupationally competent or technically knowledgeable in horticulture
* Knowledge of gardening/landscaping/botany.
* Knowledge of relevant health and safety legislation.
* Knowledge of and commitment to best practice in equalities and diversity.
* Ability to instruct effectively and to prepare relevant materials.
* Ability to teach well, with evidence of differentiation, inclusion, and awareness of learning styles.
* Commitment to developing skills and self-esteem of prisoners.
* To have an interest in the rehabilitation and resettlement of prisoners
* To have an ability to always communicate effectively through different mediums, including spoken and written communication.
* Strong interpersonal skills with an approachable personality.
* A flexible and responsive attitude.
* Enthusiasm for the subject area.
* Willingness to innovate and demonstrate self-motivation.
* Ability to work under pressure and adapt to change.
* Ability to operate flexibly as a team member.
* Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion.
* Every employee will be required to obtain a successful security clearance and CRB check.

Desirable * Experience of instructing/supporting people with challenging behaviour.
* Experience of working with people from a range of cultural and faith backgrounds.
* Experience in a prison environment.
* High level of organisational skills
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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. 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. |
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**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager