

Job Description:
Teacher of English and Personal

and Social Education

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| Function: Education  |  |
| Position: Art and Craft Workshop Facilitator |  |
| Job holder:  |  |
| Date 11.11.2022 |  |
| Immediate manager: Avanelle Farrell |  |
| Additional reporting line to: Helen Timm | [ |
| Position location: Main education department and outreach. |  |
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| 1. Purpose of the Job – |
| * To be very resilient and able to cope with hard to reach and sometimes challenging learners.
* To be able challenge and motivate hard to reach and difficult learners.
* To be willing to cover other areas of learning and skills, where the learning is pre-prepared for approximately 1.5 hours a week.
* To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank
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Draft. Version: 27-03-2014

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| 2. Organisation Chart  |
| Education ManagerAdd org chartFunctional Skills Team Lead Art and Craft Workshop FacilitatorPersonal and Social Education Team Lead |

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| **3. Context and main issues**  |
| * To be very knowledgeable about arts and crafts and be able to demonstrate these to learners with confidence
* To be able to improve the skills of learners and make accurate assessments of their work
* To work with learners in a workshop setting using a wide range of art and craft materials
* To be able to build confidence and resilience in learners so that they are better equipped for life after release
* To be very security conscious and be accountable for all materials and tools used
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| 4. Main assignments  |
| * To create workshops that improve the well being of learners and that produce pieces of art and craft that can contribute the cultural agenda of the establishment and be displayed around the prison and in external exhibitions
* To allow learners to express themselves using various mediums and techniques
* To ensure that Quality Assurance is of a very high standard and will undergo inspection by Internal verifiers, management and OFSTED.
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| 5. Accountabilities  |
|  To facilitate art and craft to learners of varying abilities and levels of confidence in everyday tasks * To be able to accurately assess learner’s work and give verbal and written feedback which is of a high standard and is clear to enable the learner to improve and progress.
* To be willing to facilitate on occasions in less traditional settings such as residential house blocks
* To be willing to cover other areas where work is pre-set for up to 1.5 days per week.
* To be able to complete individual learning plans, registers, progression data and class evaluation forms by given deadlines and to a high standard.
* To have a good understanding of IT software such as Power Point and Word so that lesson resources can be designed to a high standard.
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| 6. Person Specification  |
| * To have a good understanding of art and be able to demonstrate art and craft techniques

To have a relevant qualification or experience of facilitating art and craft work shops* To have a good understanding of the ability of art to develop personal growth
* A basic teaching qualification would also be an advantage and a relevant art qualification would be an advantage.
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| 7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided √
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| * Rigorous management of results √
 | * Innovation and Change
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| * Brand Notoriety
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development 🗸
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| 9. Management Approval –  |
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| Version | 1 | Date  | 11.10.2022 |
| Document Owner | Helen Timm |

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