

# Job Description: IT Tutor



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Peterborough, Education Department
Job:	IT Functional Skills Tutor
Position:	IT TUTOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Hub Manager
Additional reporting line to:	Education Manager
Position location:	HMP & YOI Peterborough

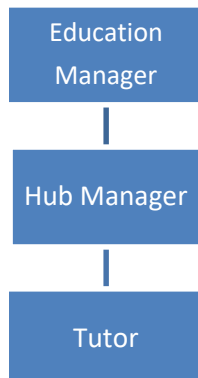
## 1. Purpose of the Job – State concisely the aim of the job.

- Teach learners Gateway Essential Digital Skills to increase their basic education levels from E1-L2
- 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.
- Deliver courses based on need as required.

## 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	<p>The department is measured against:</p> <ul style="list-style-type: none"> <li>▪ Classroom attendance measures.</li> <li>▪ Qualification targets.</li> <li>▪ Pass rates.</li> <li>▪ Purposeful activity.</li> </ul>
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**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 and reduce re-offending.
- The skills gained will assist the prisoners to live independently once discharged. This will allow for better reintegration into society and impact positively on re-offending rates.
- To work with other members of the education and regime delivery teams to promote and provide a broad range of relevant educational programmes to prisoners.
- To develop the scheme and learning materials, resources, and activities.
- To plan and deliver IT programmes to both the male and female prisoners.
- To actively participate in awards events and other department events that develop knowledge, skills, critical thinking, decision making, independence and the self-esteem of prisoners.

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

- Work effectively and efficiently with the Education Manager and Hub Managers to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from.
- At HMP Peterborough we deliver a self-directed learning style of learning & teaching, and our teachers are expected to be passionate practitioners of this method of teaching.
- Be passionate about in-cell technology and how it can help prisoners develop their knowledge, skills, critical thinking, decision making, independence and self-esteem.
- Effectively plan courses and lessons by preparing and using schemes of work and lesson plans for all classes for the benefit of the learner and 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 differentiated teaching methods and resources accordingly.
- Assist in any marketing strategies related to courses, delivery, and training.
- Monitor take-up of taught courses and employ strategies to increase take-up to ensure maximum attendance.
- Monitor the 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 the development of teaching practice and the Department.
- Deliver CPD for staff within the Department and possibly at full staff meetings.
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification.
- Monitor the quality of work produced by prisoners to maintain standards required.
- Provide detailed feedback to prisoners allowing them to progress in their work.
- 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 Education, Skills & Employment that will contribute to the effective operation of HMP & YOI Peterborough.
- 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.

- Deliver good-outstanding lessons consistently throughout the year by promoting self-directed learning teaching & learning.
- Prisoners' attainment and progress will be consistently very high.
- Prisoners will have a 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 DTLLS) or PGCE or working towards.
- Experience of delivering IT and Digital skills in the classroom, along with a L5 or above subject specific qualification.
- To have an interest in the rehabilitation and resettlement of offenders.
- To have the ability to always communicate effectively through different mediums, including spoken and written communication.
- A flexible and responsive attitude.
- Enthusiasm for the subject area.
- Willingness to innovate and demonstrate self-motivation.
- Be proactive, dynamic, and always positive.
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion

**Desirable**

- Experience in planning and delivering the Gateway Essential Digital Skills qualification.
- Assessor or IV qualification.
- Experience in a prison environment.

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

- Knowledge of curriculums.
- The ability to motivate prisoners with low confidence and low self-esteem.
- Understanding of diverse groups.
- Ability to be flexible and have a dynamic approach to delivery.

**9. Management Approval** – To be completed by document owner

Version	02	Date	01/02/2023
Document Owner	Paula Calder		