

Job Description:   
Assistant SENDCo

|  |  |  |  |
| --- | --- | --- | --- |
| Function: | | SODEXO JUSTICE SERVICES – HMP PETERBOROUGH | |
| Job: | | Reading Specialist Assistant | |
| Position: | | Reading Specialist Assistant | |
| Job holder: | |  | |
| Date (in job since): | |  | |
| Immediate manager  (N+1 Job title and name): | | Quality manager | |
| Additional reporting line to: | | Deputy Head of Education Skills and Work | |
| Position location: | | HMP PETERBOROUGH | |
|  | | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| As a Reading Specialist assistance, your role is to ensure that all prisoners in custody at HMP Peterborough are able to leave with a functional level of reading in order to support them on their rehabilitative journey. To make this a reality you will ensure that there is prompt screening, followed by a clear, person-centered approach to delivering interventions and creating new initiatives to promote reading across the establishment.  You will be working onsite at the prison across both male and female establishments and will work closely to collaborate with prisoners, induction staff, the Education Skills and Work team (including librarians), Shannon Trust mentors and Neurodiversity Managers. Reading in prison is recognised by Ofsted and HMIP as an essential skill that must be developed and encouraged for everyone in prison and in this role you will play a key part in being able to help drive this in a way that really works for people in custody.  This is a non-operational role with no line management responsibilities and will be across both the male and female sides of the prison. | | | |
|  | | |
| 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. | | | |
|  | The department is measured against:   * Classroom attendance measures. * Qualification targets. * Pass rates. * Purposeful activity. * Progress made against starting point | | |

Draft. Version: 27-03-2014

|  |
| --- |
| 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. |
| * Ensuring the identification of prisoners throughout the establishment in terms of SEND * Engage with SEND prisoners to secure their views about establishment provision to ensure HMP Peterborough’s offer continues to meet the prisoners needs and expectations. * Ensure that prisoners with SEND including those in healthcare, are able to effectively share their views and have access to appropriate resources/provision. * Work in partnership with external agencies to coordinate effective and bespoke SEND targeted support * Establish a rapport with prisoners to encourage them to take progressive steps in their education and rehabilitation. * Depth of understanding with regards to the protected characteristics and the wider Diversity & Inclusion strategy |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To work with other key stakeholders to drive the implementation of the Prison Wide Reading Strategy, particularly those who join us with entry level 2 or below in English. * Promoting the importance and benefit of reading across all areas of the prison, including raising raise awareness of the Shannon Trust programme and any internal initiatives that are put in place. * Ensure that those in hard to reach areas, such as healthcare and Separation and Care are also able to access opportunities to develop their reading. * Working in collaboration with the Education Department and Neurodiversity Managers to support learners who have specific learning needs. * To utilise systems to ensure effective delivery, monitoring and evaluation * Provide initial point of contact support and supervision to Shannon Trust volunteers across both sides of the prison, ensuring that mentors are trained, equipped and supported to deliver reading programmes * To complete baseline reading assessments, manage and implement interventions and monitor progress through follow up reading assessments. * Deliver reading groups for all tiers of the reading strategy. This will range from teaching phonics, through to higher level reading skills. * To provide training on reading and literacy to all education and industries staff. * To share information about reading support levels and interventions through accurate and up to date recording. * The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. |

|  |
| --- |
| 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. |
| * Ensuring effective and good quality reading support provision * A flexible and responsive attitude * Enthusiasm for the development of offenders * Willingness to innovate and demonstrate self-motivation * Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion * 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 * Every employee will be required to obtain a successful security clearance and CRB check. |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential  Education to a high level or equivalent and relevant Reading support  Experience of having achieved successful outcomes  Experience of working with Adults with Special Educational Needs and Disabilities  To have an interest in the rehabilitation and resettlement of offenders.  Experience in delivering literacy and numeracy interventions whilst monitoring progress  A detailed and sound knowledge of SEND needs  Detailed understanding of Diversity and Inclusion as well as legislation such as the SEND Code of Practice  Desirable   * Previous experience in supporting reading * Experience working in a prison environment * Evidence of professional development in reading * Knowledge in Phonics |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Extensive knowledge of reading support * Ideal experience of custodial settings * Understanding of diverse groups * Ability to be flexible and have a dynamic approach to creating and developing SEND processes |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 01 | Date | 22/11/24 | | Document Owner | Stephen Phillips | | | |