

Job Description: Workshop Instructor

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| Function: | Regimes | |
| Position: | Tailoring Instructor | |
| Immediate manager  (N+1 Job title and name): | Industries Pathway Manager | |
| Additional reporting line to: | Commercial Manager | |
| Position location: | HMP Northumberland | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| To lead, support and instruct a prisoner workforce in developing transferable job ready skills in preparation for their release, within a workshop environment. To be a positive role model, encouraging prisoners to fulfil their learning and skills potential in conjunction with meeting work area, contractual, and financial targets. To maintain a purposeful working environment that promotes learning, meets the needs of the customer, and maintains recognised Health and Safety standards. | | |
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| 2. Characteristics | | |
| At HMP Northumberland, we have a wide range of workshops covering multiple industry sectors, including textiles, engineering, power coating, recycling, waste management, fulfilment, horticulture and grounds maintenance.  We are looking for someone to join the team as a skilled tailoring instructor to bring further experience and new skill sets to our existing group. We have good links with employers, and strive to support prison leavers into job roles where their experience in a workshop and production skills, will directly help to support personal goals, rehabilitation and resettlement on release. | | |

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| 3. Organisational 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. |
| Commercial Manager  Industries Pathway Manager  Head of Talent  Instructor |

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| **4. 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. |
| * Motivation of workforce * Retention of workforce * Health and Safety requirements * Prisoners with complex needs * Customer requirements * Logistics and storage |

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| 5. Instructor main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Tailoring Workshop Instructor**   * Supervise the allocated workforce and instruct them in a skilled trade. * Induct prisoners to the work area and train them in all aspects of Health and Safety, machinery and tool usage, and COSHH * Provide individualised support for the prisoners, tailoring learning and training requirements to individual needs and abilities. * Liaise with activity hub in the collation of the workshop performance and regime delivery hours. * Work with the activity hub and careers team in forecasting vacancies and support the allocation process into the work area. * Pay prisoners for each session of attendance. * Arrange maintenance and repair of tools and equipment. * Knowledge of risk assessments and safe systems of work appertaining to the workshop, adhering to the recommendations within these and reviewing as necessary with the line manager and the local Health and Safety manager. * Report all accidents and near misses to the local Health and Safety Manager. * Work with Commercial Managers to set production schedules and targets. * Incorporate quality standard procedures to ensure the product meets the customer’s needs. * Liaise with external organisations regarding the day-to-day operation of the prison’s contract. * Have a flexible approach to workshop targets whilst delivering contractual commitments. * Order materials and estimate usage to meet production targets. * Comply with the required security procedures in accordance with the Local Security Framework. * Adhere to local procedures in supporting those prisoners who are subject to ACCT procedures. * Maintain a safe and secure environment, including safe use of machinery, tools, equipment, and materials. * Ensure tool inventories are up to date and tools are accounted for at the end of each work session. * Making contributions towards prisoner’s progress and make entries in their Employment and Training Portfolios. Support NVQ assessments when required, providing accurate and evidence-based information about prisoners. Encourage prisoners to recognise the value of the learning and skills required and how this may be used in employment upon release. * To have a flexible approach and supervise work areas as required by line manager. * Motivate prisoners to meet production targets. * Interact with prisoners to maintain order and positively influence behaviour by listening and engaging. * Represent the interests of the department within meetings and with external clients. * Support the delivery of training qualifications within the workplace where applicable. |

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| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * High level of interpersonal skills including communication, assertiveness, and self-motivation. * Good level of numeracy and literacy. * Demonstrable experience in an environment where attention to detail is essential. * The ability to challenge inappropriate behaviour. * Ability to perform tasks alone or in a team to a high standard without constant supervision. * Proactive and systematic approach to tasks. * The ability to work under pressure. * Reliable, punctual, and understands the importance of setting standards. |

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| 7. 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. |
| * Working hours contractual target. * Meeting customer expectations. * Installing a strong work ethic and delivery of high standards within the workplace. * Provide assurance that your work area is audit and inspection compliant. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Working with others. * Rigorous management of results. * Impact and Influence. * Resilience. * Innovation and change. * Continuous improvement, learning and development. * Experience with sewing machines, specifically flat bed, overlocker, and bar tacking. * Cutting room experience, namely pattern making, Eastman cutting and laying up. * The ability to break down a garment into operations for a production line. |
| 9. Management Approval – To be completed by document owner |
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