

Job Description:

Career, Information, Advice and Guidance worker



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Peterborough
Job:	Careers Education Information, Advice and Guidance worker
Position:	CIAG Tutor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Strand Leader
Additional reporting line to:	Education Manager
Position location:	HMP & YOI Peterborough

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

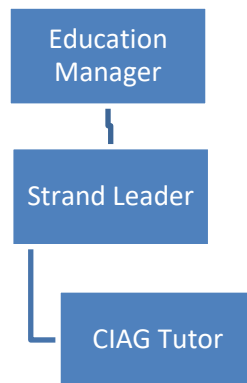
- Provide on-going careers, information, advice, and guidance for all prisoners.
- Develop a Careers Pathway and ensure it's effectively embedded across the whole prison.
- Deliver Education Induction to new learners, including supporting learners through relevant assessments.
- To be responsible for the completion of each prisoner's Personal Learning Plan at Induction.
- To ensure all PLPs are uploaded onto Virtual Campus.
- Meet with learners on an individual basis to review their Personal Learning Plan.
- To train staff at Department CPD meetings and at Full Staff Meetings on the importance of Personal Learning Plans and how they need to be incorporated into effective monthly use.
- To ensure career plans remain relevant and focussed on achievement and resettlement.
- Support the monitoring of attendance to education, work & skills, working in collaboration with teaching staff, the specialist neurodiversity support team, and custodial staff.
- Support learners' access to education.
- Work with learners on a 1-2-1 basis and in group settings to develop their skills and help them overcome barriers to their learning and progress.
- Ensure prisoners have appropriate CIAG to facilitate progression and employability.
- To encourage and promote the uptake of Distance Learning programmes.
- Support the development of personal and social skills to maximise work readiness and employability e.g., CV writing, interview techniques, communication skills, job applications.
- Implement measures supporting learners to stay on course and take appropriate action where required.
- Work closely and liaise with internal stakeholders and the Neurodiversity & Inclusion teams, to develop education support and provide additional opportunities for growth.
- To complete other duties commensurate with the level and nature of the post.

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:

- The number of prisoners receiving CIAG.
- The number of prisoners with PLPs.
- The use of Virtual Campus.
- The quality of the CIAG service offered.
- The quality and uptake of the distance learning provision.

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. Person Specification

- Experience of working with people with varying levels of abilities in an educational setting.
- Experience of working with disaffected people in an educational or secure environment
- Experience of developing and maintaining effective relationships with people with a wide range of additional needs.
- Experience of working or liaising with a range of support agencies.
- Knowledge of the Justice System
- Ability to prioritise tasks and workloads to meet deadlines and achieve targets.
- Open minded and positive attitude, with the ability to co-ordinate, enthuse and motivate.
- A flexible and responsive attitude
- Enthusiasm for the subject area
- 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 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.

5. Essential

- **NVQ Level 4 Qualification in Information, Advice & Guidance, or equivalent, as a minimum.**