

Job Description: Catering Tutor



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Peterborough, Industries Department
Job:	Tutor for Industries
Position:	Catering Tutor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Training Skills & Employment Manager
Additional reporting line to:	Head of Education, Skills and Work
Position location:	HMP & YOI Peterborough

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

- To provide dedicated catering support to the in house restaurants, Vita Nova and Vita Nova Duo, and deliver recognised qualifications.
- Teach learners to develop their skills in hospitality and catering up to Level 2.
- To plan, develop, implement and evaluate activities and appropriate courses within the specific catering qualification delivery model.
- Challenge negative behaviour and increase self-esteem by role modelling.
- Increase prisoners' employability and reduce re-offending by supporting their rehabilitation and employability.
- Deliver accredited and non-accredited courses in catering.
- 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"> ▪ Class attendance measures. ▪ Qualification targets. ▪ Pass rates. ▪ Purposeful activity.
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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 and work opportunities that will enable the prisoners to gain skills and competences that will assist them to return into the community without re-offending.
- The skills gained will enable the prisoners to live independently once discharged. This will allow for better reintegration into society and impact positively on reoffending rates.
- To work with other members of the education, skills and work 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 catering courses in both the male and female estates.
- 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.
- To work with employers to help prisoners secure work in the catering industry upon release.

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

- Work effectively and efficiently with the Training Skills & Employment Manager 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.
- 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.
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Full teaching qualification (Level 3 Award in Education & Training minimum) or working towards.
- Qualified in Level 3 Hospitality and Catering or equivalent, with experience of delivering catering courses.
- Food Safety and in date L3 Food Hygiene Certificate.
- 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 positive at all times.
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion

Desirable

- 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

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Document Owner	Paula Calder		