

Job Description: SVQ COOKING + NUTRITION INSTRUCTOR

Function: Sodexo Government	Sodexo Government
Position:	SVQ cooking and nutrition instructor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Unit Manager
Position location:	HMP Addiewell

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

- To organise and run practical education workshops on the topics of cookery and nutrition for residents ensuring their prospects of employability are enhanced as well as promoting their independence and life skills
- Planning, conducting and assessing classroom instructional activities in Cookery & Nutrition maintaining qualification educational records; stock inventory and tool control logs; tracking achievement of desired outcomes
- Maintaining the H&S and Hygiene requirements of the Teaching Kitchen as a Realistic Working Environment to meet the needs of SVQ delivery

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

- Plan courses and programmes to deliver training relevant to the needs of the learners.
- Report on prisoner's progress and collaborate with colleagues to improve sentence management, increase core skills and prepare prisoners for release.
- Encourage, support and sustain prisoners seeking to broaden their life and practical skills.
- Ensure compliance with relevant teaching, quality assurance and testing/assessment guidelines.
- Work with colleagues in the offer of Qualifications Scotland courses and have a knowledge of the requirements of external awarding bodies.
- To liaise with prison staff, allocations staff and actively recruit new prisoners to the rehabilitation function.
- Provide a range of progressive and stimulating material to prisoners in conjunction with an overseeing tutor.
- To prepare prisoners for assessments where appropriate.
- To utilise transferrable skills in an attempt to break their cycle of reoffending.
- To contribute to the preparation of prisoners who wish to further their education post-release.
- Ability to work occasional scheduled evenings and weekends required.
- Any other reasonable professional duties at the request of your Line manager.

3. 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.

- Work effectively with the Rehabilitation teams to produce innovative and stimulating lessons for prisoners to increase their awareness of Food hygiene, SVQ in professional cooking and cooking skills using both classroom and kitchen practical delivery
- Effectively plan sessions and lessons by preparing and using schemes of work and lesson plans for all classes for the benefit of the learner as for evidence at inspection/lesson observations
- Identify the needs of individuals in classes and groups and develop different teaching methods and resources accordingly
- Assist in any marketing strategies related to courses, delivery and training
- Monitor uptake of sessions and employ strategies to increase uptake ensuring maximum attendance.
- Monitor 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 development of teaching practice and the Department generally
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by prisoners to maintain standards required
- Contribute to course reviews and setting and monitoring action plans
- Meet agreed prison KPI's which will be identified in your PDR and reviewed regularly throughout the year.
- Deliver absorbing lesson plans to engage and retain prisoner attention and attendance
- Working within a secure environment with restrictions to availability of resources
- Working as part of a wider team to maintain the purposeful activity delivery, to meet the needs of the SPS contract.

4. 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.

- Delivery of the curriculum to meet the standards of awarding bodies
- Utilise a variety of learning resources and methods to ensure effective teaching takes place
- Provide advice and guidance to ensure appropriate placement on courses dependent on current skills

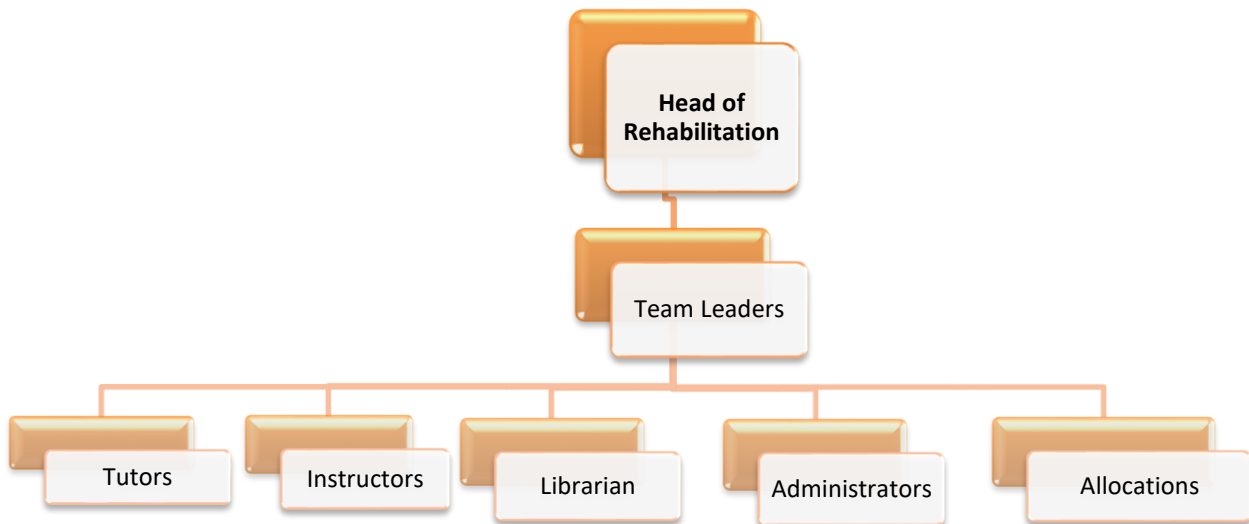
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- 40 hours working week
- Classroom delivery of 4 sessions per day (6.5hrs) with up to 32.5hrs hours per week in class.
- Maximum class size of 16.
- SQA outcomes from SCQF level 2 – 6
- SVQ 1 & 2 outcomes

6. Job profile – Describe the qualifications (education & experience), competencies and skills needed to succeed in the position.

- We need Instructors with previous experience in a training environment or who can demonstrate they have the necessary skills to teach challenging individuals
- Hold SCQF Level 7 in a teaching discipline – or equivalent. Those without the relevant qualification would be given the opportunity to gain the qualification within 18 months of starting to practise.
- Hold an SVQ in professional cooking assessor qualification. Those without the relevant qualification would be given the opportunity to gain the qualification within 18 months of starting to practise.
- Have an interest in the rehabilitation and resettlement of offenders
- Ability and confidence to deliver SVQ qualifications, Qualification Scotland Food Hygiene, practical cooking skills.
- Strong organisational skills – both in terms of people and resources
- Ability to adjust teaching style to suit different learning styles.
- Communication with both prisoners and team members.
- Strong IT skills.
- Ability to work pre-arranged evenings and weekends as required

7. Organization chart – Indicate schematically the position of the job within the organization. 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.



Levels

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Received:

Date:

Date:

Job holder

Immediate Manager

