

# INSTRUCTOR – GENERAL

Function:	Sodexo Government
Position:	<b>GENERAL INSTRUCTOR</b>
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.

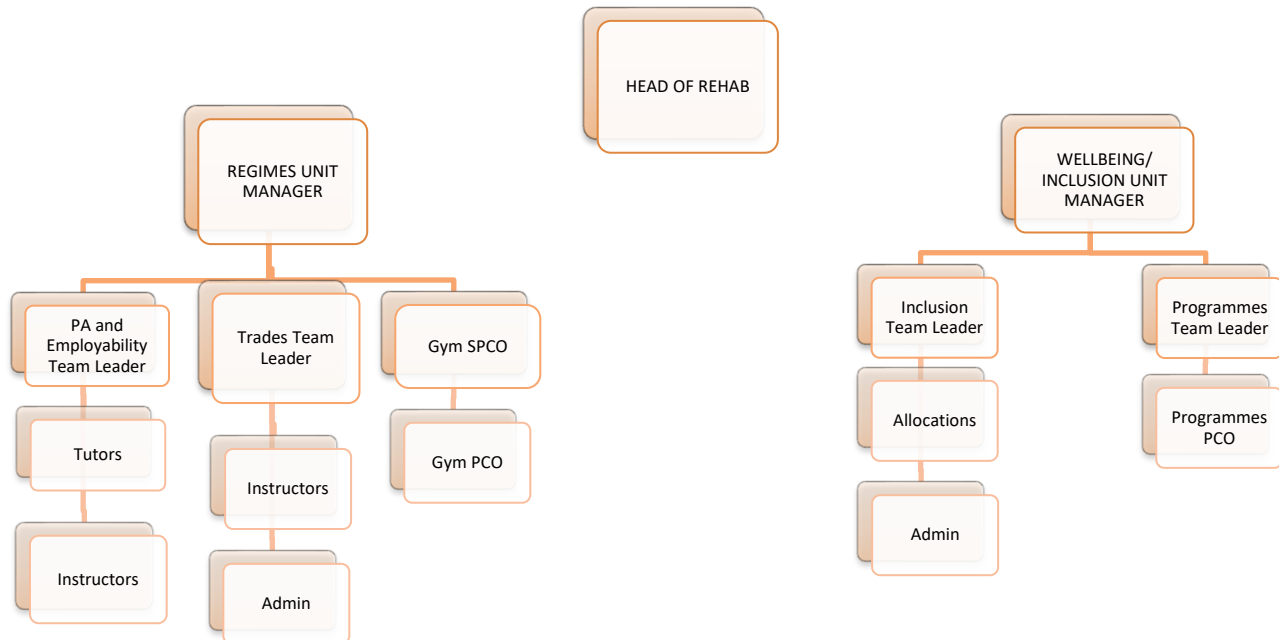
- To teach a wide range of general study classes (core skills including literacy, numeracy, computing, personal development, distance learning courses, creative writing, business studies, art and many more).
- These will be taught to prisoners at various stages of competency and with different learning styles and backgrounds.
- Planning, conducting and assessing classroom instructional activities in subjects; maintaining educational records; inventory and tool control logs; tracking achievement of desired outcomes

**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.

Revenue FY13:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics									

- Class delivery of 4 sessions per day (6.5hrs) up to a maximum of 32.5hrs hours per week
- Maximum class size of 16.
- 40 hours per week Post
- SQA outcomes from SCQF level 2 – 6

**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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



**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.

- Work effectively and efficiently with the Learning & Skills delivery teams to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from
- Effectively plan courses 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 within normal work hours and out of normal work hours
- Monitor uptake of course 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 targets 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.

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

- Plan courses and programmes to deliver training
- Report on prisoners 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 SQA and have a knowledge of external awarding bodies.
- To liaise with prison staff, allocations staff and actively recruit new.
- To provide a wide range of progressive and stimulating material to prisoners in conjunction with an over-seeing tutor.
- To prepare prisoners for assessments where appropriate and encourage demonstrable learning outcomes.
- To utilise these skills as means of focusing prisoners on alternative life choices to criminality.
- To contribute to the preparation of prisoners who wish to further their education post-release.
- Ability to work as scheduled evenings and weekend as required
- Any other reasonable professional duties at the request of your Line manager.

**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.

- 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

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

- 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.
- Have an interest in the rehabilitation and resettlement of offenders
- Ability and confidence to deliver a range of subjects or courses to learners
- Strong organisational skills – both in terms of people and resources
- Ability to adjust teaching style to suit different learning styles.
- Excellent communication and good organisational skills.
- Good problem solving skills and a team player.
- Ability to work scheduled evenings and weekend as required

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	