

Job Description:

English/ESOL Instructor

Function: Sodexo Government	Sodexo Government
Position: General Instructor	English/ESOL Instructor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name): Team Leader	Team Leader
Additional reporting line to: Unit Manager	Unit Manager
Position location: HMP Addiewell	HMP Addiewell

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

- To create and teach a wide range of English and Literacy study classes within a secure custodial environment.
- The role supports learners to develop communication, literacy, and employability skills that contribute to personal development, rehabilitation, and successful reintegration into the community.
- 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. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Promote literacy, communication, and confidence through inclusive and learner-centred approaches
- Plan, deliver, and assess engaging English and/or ESOL lessons aligned with national curriculum (e.g. Functional Skills, ESOL Entry Levels, English/ Reading levels where appropriate)
- Differentiate learning to meet a wide range of abilities, language levels, and additional learning needs
- Report on prisoners progress and collaborate with colleagues to improve sentence management, increase core skills and prepare prisoners for release.
- Use a variety of teaching strategies suitable for custodial settings, including group work, individual support, and contextualised learning.
- Ensure compliance with relevant teaching, quality assurance and testing/assessment guidelines
- Work with colleagues in Qualifications Scotland and have a knowledge 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.
- Ability to work scheduled evenings and weekend when 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 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
- Carry out initial and diagnostic assessments to identify learners' starting points and learning goals.
- Assist in any marketing strategies related to courses, delivery and training within normal work hours and out of normal work hours
- Prepare learners for accredited qualifications and support achievement of learning outcomes.
- 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 their education journey.
- Implement and facilitate traditional trades/ industry work parties to engage with prisoners who are more inclined to labour based roles
- 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.
- 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

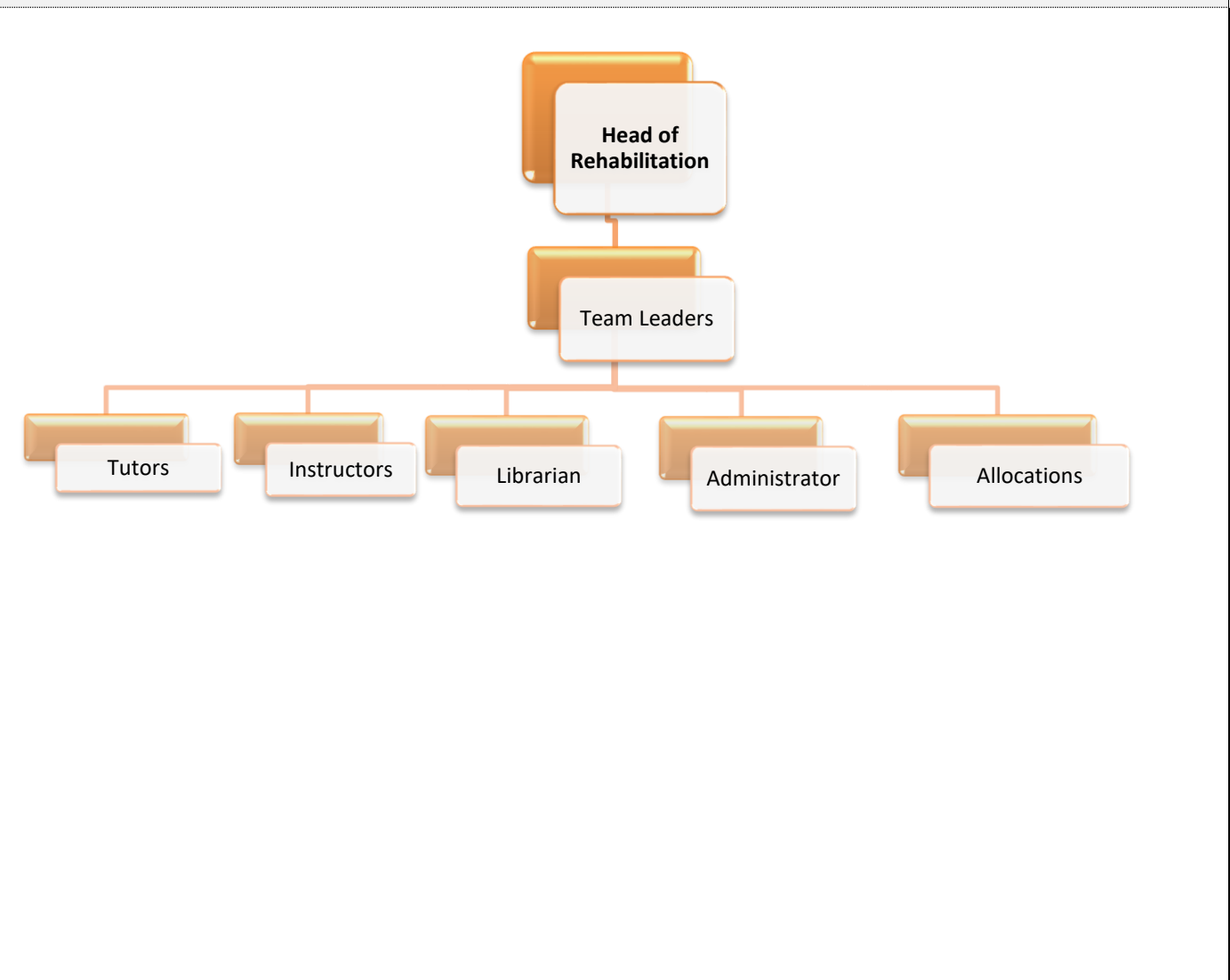
5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Class delivery of 4 sessions per day (6.5hrs) up to a maximum of 19.5hrs hours per week.
- Maximum class size of 16.
- 24 hours per week Post (3 days per week)
- Qualifications Scotland outcomes from SCQF level 2 – 6 desirable.

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
- A recognised teaching qualification (e.g. TQFE, PGDE, Level 5 Diploma in Education and Training) or hold SCQF Level 7 in a teaching or learning and development discipline. If not already achieved, you must have the ability to work towards within 18 months of starting.
- Have an interest in the rehabilitation and resettlement of offenders
- Subject qualification or demonstrable expertise in English and/or ESOL
- Strong organisational skills – both in terms of people and resources
- Ability to adjust teaching style to suit different learning styles.
- ESOL-specific qualification (e.g. CELTA, DELTA, ESOL subject specialism) is desirable.
- Experience working with learners with additional needs (e.g. SEND, neurodiversity, low literacy).
- Resilient, patient, and calm under pressure.
- Ability to work scheduled 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:

Job holder

Date:

Immediate Manager