

Job Description: Teacher Digital Skills

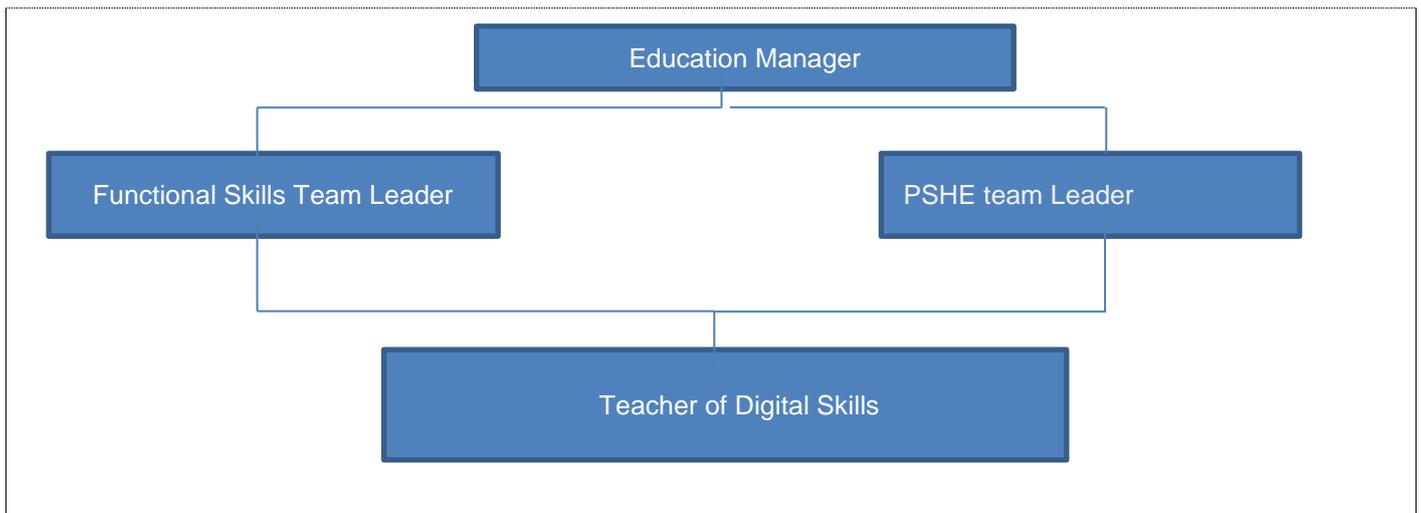


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| Function: | Education |
| Position: | Teacher Digital Skills |
| Job holder: | |
| Date | 12 th October 2021 |
| Immediate manager: | |
| Additional reporting line to: | [|
| Position location: | Education Department |

1. Purpose of the Job –

- To be very resilient and able to cope with hard to reach and sometimes challenging learners.
- To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank
- Teach learners to increase their basic digital skills up to a level where they are confident in using technology that is used in the world of work
- Plan, develop, implement and evaluate activities and appropriate courses
- Challenge negative behaviour and increase self-esteem by role modelling
- Increase prisoners' employability and reduce re-offending by supporting their rehabilitation
- Deliver accredited and non-accredited courses in digital skills

2. Organisation Chart



3. 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.

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| Measurements | <p>The department is measured against:</p> <ul style="list-style-type: none"> ▪ Classroom attendance measures ▪ Qualification targets ▪ Pass rates ▪ Purposeful activity ▪ The ability of learners to demonstrate that they have retained knowledge and skills gained in this establishment |
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4. Context and main issues

- To be very knowledgeable of digital skills from beginners to intermediate levels.
- To be confident in teaching and to make lessons interesting for learners.
- To be aware that security is our top priority.
- The focus of the department is to provide education opportunities that will enable the residents to gain skills and competences that will assist them to return into the community without re-offending digital skills should be delivered that are relevant to gaining employment and carrying out digital tasks competently.
- To influence learners to be creative when using digital media and to manage a team of residents in the production of a weekly leaflet and monthly news letter to keep other residents informed and involved at Forest Bank.
- To develop the scheme of work and learning materials, resources and activities.

- To promote and administer the Virtual Campus to Forest Bank learners and contribute to their learning plans through this medium.
- To contribute to the recording of resident's results on a nationally recognized data base.

5. Main assignments

To teach digital skills that can be used to apply for jobs and to equip with the skills that will be necessary in many occupations.

- To ensure that all learners are provided with an initial assessment and a diagnostic test.
- To regularly test learners to demonstrate that they have retained knowledge.
- To ensure that Quality Assurance is of a very high standard and will undergo inspection by Team Leaders management and OFSTED.
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year.
- Work effectively and efficiently with the Team leaders to produce innovative and stimulating lessons for learners to encourage participation whatever level the learners 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 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 and differentiate teaching methods and resources accordingly.
- Assist in any marketing strategies related to courses, delivery and training.
- Monitor attendance, achievement and progression of learners reporting any difficulties to your Line Managers
- 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.

- Monitor quality control of work produced by learners 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.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP & YOI Forest Bank.
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures.

5. Accountabilities

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

Essential

- A PGCE or equivalent
- A degree or a level 4 qualification in a relevant subject area
- Experience of delivering Digital skills in the classroom
- A good knowledge of publishing software.
- To have an interest in the rehabilitation and resettlement of offenders
- To have an ability to communicate effectively at all times 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
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion.

Desirable

- Experience of instructing/supporting people with challenging behaviour
- Assessor or IV qualification is desirable.
- Experience in a prison environment
- Experience of using video/photo editing software and web design

8. Management Approval –

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| Version | 1 | 12/10/2021 | |
| Document Owner | | | |