

Job Description: Workshop Supervisor

Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Workshop supervisor
Position:	Business tutor/cover support
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Curriculum Lead – Business Centre
Additional reporting line to:	Education Manager
Position location:	HMP & YOI BRONZEFIELD

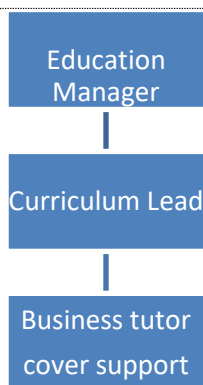
1. Purpose of the Job – State concisely the aim of the job.

- To provide learners support to learn, develop, and increase their knowledge to assist with and pass the accredited training provided
- To work with learners to formulate their business idea into a business plan and support with the Business start up qualification
- To plan, create, develop and prepare the learners' entrepreneurial ideas in readiness for release
- Challenge negative behaviour and increase self-esteem within a supportive environment.
- To increase prisoners' employability and reduce re-offending.
- Managing prisoners in the workshop
- Co-ordinating work and the training locations of the prisoner group engaged.
- Managing safe working practices for new prisoners.

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.

	The department is measured against:
Measurements	<ul style="list-style-type: none"> ▪ Attendance measures ▪ Pass rates ▪ Purposeful activity

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.

- Assist with the training and supervision of prisoners.
- Be compliant with all paperwork requests within the department and wider prison context
- Ensure the identified numbers of learners are retained and achieve the recognised qualification being delivered.
- Feedback from learner end of course reports is positive.

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

- Work effectively and efficiently with the Vocational Curriculum Lead to assist with innovative and stimulating workshop lessons for prisoners to encourage participation whatever level the prisoners are starting from.
- Accountability for tools and tool safety.
- 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.
- Monitor take-up of taught training 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
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve the correct training.
- Monitor quality control of work produced by prisoners to maintain standards required.
- Work a 37.5-hour week full time.
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP & YOI Bronzefield.
- To take on responsibilities for a designated group or groups of learners.
- To be involved in all processes and procedures related to the selection, interviewing, enrolment, induction and tracking of the bike workshop
- To provide regular feedback to prisoners and to give group and individual one to one support to enable them to achieve maximum benefit from their job.
- To attend relevant external courses.

- Maintain the required numbers of prisoners assigned to the task.
- Providing relevant reports to the required areas on time, i.e., regime monitoring, wages, wastage sheets, tool check sheets, etc.
- Liaison with, and update progress to line supervisor/manager/senior management.
- Working closely with prison staff to ensure that any ad hoc requirements meet business needs.
- Be able to cover vocational areas when required.
- Any other duties commensurate with the accountabilities of the post.

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.

- Participate in training as required 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.
- Prisoners' places will be fully utilised.
- Prisoners will be fully engaged.
- Prisoners will have clear knowledge of their subject

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

Essential

- Be highly organised
- Be able to work independently and as part of a team
- Prioritise safety in the workplace
- Knowledge of relevant health and safety legislation.
- Knowledge of and commitment to best practice in equalities and diversity.
- Ability to instruct effectively
- Commitment to developing skills and self-esteem of female prisoners.
- To have an interest in the rehabilitation and resettlement of prisoners
- To have an ability to always communicate effectively through different mediums, including spoken and written communication.
- Strong interpersonal skills with an approachable personality.
- A flexible and responsive attitude.
- Willingness to innovate and demonstrate self-motivation.
- Ability to work under pressure and adapt to change.
- Ability to operate flexibly as a team member.
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion.
- Every employee will be required to obtain a successful security clearance and CRB check.

Desirable

- Experience of instructing/supporting people with challenging behaviour.
- Experience of working with people from a range of cultural and faith backgrounds.
- Experience in a prison environment.

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

- Ideal experience of custodial settings.
- Understanding of diverse groups.
- Ability to be flexible and have a dynamic approach to delivery.

9. Management Approval – To be completed by document owner

Version	04	Date	16/07/2024
Document Owner	Tanvir Hynes		