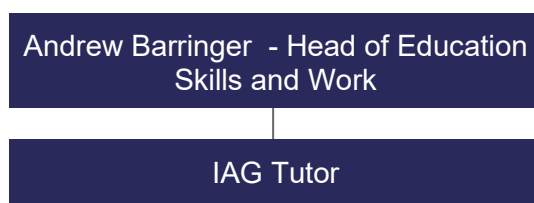


JOB DESCRIPTION

Position Title	Information Advice and Guidance Tutor	Department	Education Skills and Work
Generic Job Title	IAG Tutor	Segment	SJS
Team Band	Unqualified Tutor	Location	HMP Peterborough
Reports to	Head of ESW	Office / Unit name	HMP Peterborough

ORGANISATION STRUCTURE



Job Purpose

The purpose of the IAG tutor is to provide ongoing career information, advice and guidance for all prisoners, on education, skills and work opportunities at HMP Peterborough ensuring realistic SMART goals are created which support rehabilitation and work place readiness.

Accountabilities

- Undertake all CIAG induction assessments including although not limited to Maths, English and ICT.
- To be responsible for the completion of each prisoner's Personal Learning Plan (PLP) at induction.
- To ensure all PLPs are uploaded accurately.
- To ensure career plans remain relevant and focussed on achievement and resettlement.
- Advise and support learners' access to education, skills and work onto relevant chosen pathway and the qualifications and or skills required to achieve on the chosen pathway
- Work with learners on a 1-2-1 basis and in group settings to develop their skills and help them overcome barriers to their learning and progress.
- Work closely and liaise with internal stakeholders and the Neurodiversity & Inclusion teams, to develop education support and provide additional opportunities for growth.

Key Performance Indicators (KPIs)

- All prisoners are to have meaningful personal learning plans that are reviewed regularly and in a timely manner.
- All prisoners will have a clear pathway.
- Feedback from prisoners around the CIAG process is positive.
- All records are maintained accurately and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
- To work in accordance with all Sodexo policies and procedures

Dimensions

Financial	
Other	

Skills, Knowledge, Experience and Competencies

Essential

- Able to operate relevant IT applications including Microsoft Teams and Excel.
- Experience of working under pressure and to deadlines.
- Understanding of diverse groups.
- Able to manage competing work priorities.
- A flexible and responsive attitude.

Desirable

- Level 4 Careers, information, advice and guidance qualification.
- Experience working in a careers information, advice and guidance setting.
- Education or custodial background.
- Knowledge of prison regimes

Competencies

- Working with others
- Planning and organising
- Resilience
- Continuous improvement
- Results orientated

Contextual or other information

Here at HMP Peterborough we provide a range of education skills and work programs for prisoners to engage in. The IAG tutors are often some of the first people a prisoner will come into contact with during their early days in custody. This is the start of a prisoners journey to rehabilitation. You will work collaboratively with other teams across education, skills and work and the wider prison staff to support prisoners into engaging in purposeful and meaningful activity.

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Document owner			