

Job Description: Catering Tutor



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Catering TUTOR
Position:	TUTOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Curriculum Lead - workshops
Additional reporting line to:	Education Manager
Position location:	HMP & YOI BRONZEFIELD

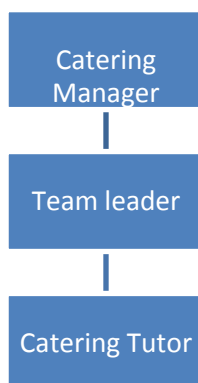
1. Purpose of the Job – State concisely the aim of the job.

- To provide learners support to learn, develop and increase their catering level and pass a recognised qualification
- Ensure high standards of hygiene and service are maintained throughout
- Challenge negative behaviour and increase self-esteem within a supportive environment
- To increase prisoners' employability and reduce re-offending
- Deliver accredited and non-accredited work based learning within a coffee shop environment

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	▪ Classroom attendance measures
	▪ Qualification targets
	▪ 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.

- Ensure the training and supervision of prisoners
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year
- 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 Catering Manager and Vocational Curriculum Lead to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners are starting from
- Ensure the training and supervision of prisoners within a working coffee shop environment called Vita Nova
- Accountability for tools and tool safety
- Assist with meal/menu preparation each day
- 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 audit/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 differentiated 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
- Promote the brand of Vita Nova/Sodexo/Aspretto, increase range of products, support the sale of the items
- Monitor take-up of taught courses and employ strategies to increase take-up to ensure 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.
- 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.

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.

- 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
- Participate in training as required in order 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
- Every employee will be required to obtain a successful security clearance and CRB check.

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

Essential

- Full teaching qualification (Minimum of CTLLS) or PGCE or working towards
- Assessor or IV qualification
- Recognised catering knowledge
- Experience of delivering catering/hospitality/barista accredited qualifications
- Recognised Level 3 qualification or above in an identified subject and professional experience
- 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

Desirable

- Experience of instructing/supporting people with challenging behaviour
- Experience in a prison environment

9. Management Approval – To be completed by document owner

Version	02	Date	20/07/18
Document Owner	Tanvir Hynes		

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