

JOB DESCRIPTION

Function:	Justice Services
Position:	EMPLOYABILITY INSTRUCTOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	PA Team Leader
Additional reporting line to:	PA Unit Manager
Position location:	HMP Addiewell

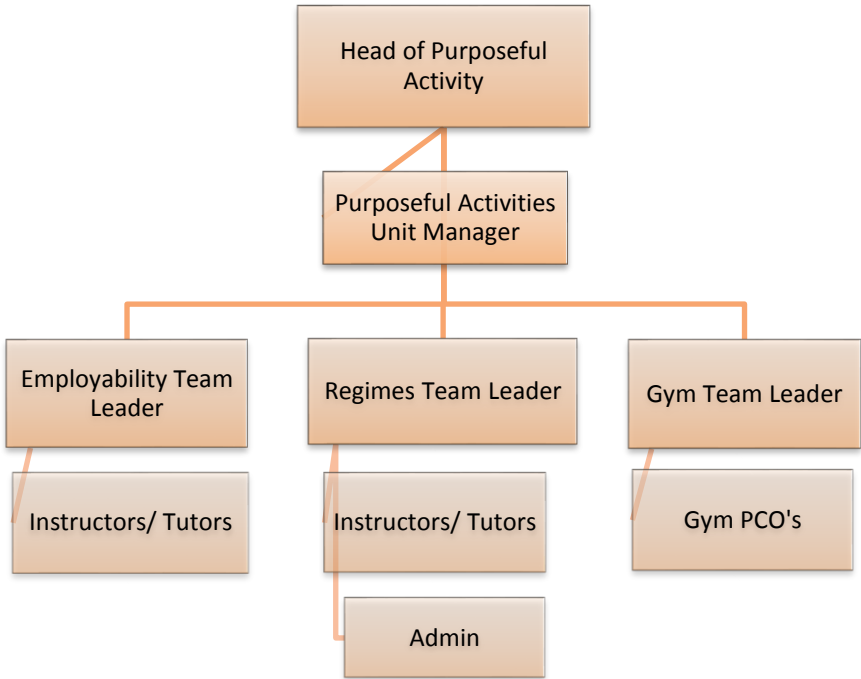
1. Purpose of the Job – State concisely the aim of the job.

- Reporting to the purposeful activity team leader the role would suit someone with extensive knowledge and experience in delivering various forms of education in a classroom setting. The role is diverse, thought-provoking and challenging/rewarding in equal measure

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.

Revenue FY13:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics		<ul style="list-style-type: none">▪ class delivery of 4 sessions per day (6.5hrs) up to a maximum of 32.5hrs hours per week▪ maximum class size of 16▪ SQA outcomes from SCQF level 2 – 6							

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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



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.

- Deliver engaging lesson plans to engage and retain prisoner attention and attendance
- 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
- To teach a wide range of employability skills.

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

- Deliver employability skills sessions to assist prisoners to develop work skills and make informed decisions about employment opportunities on their release.
- To create positive opportunities for those prisoners and promote benefits of achievement in employability skills.
- To liaise with prison staff and actively recruit new learners.
- To liaise with local employers and external agencies to provide positive opportunities for prisoners on their release.
- To provide a wide range of progressive and stimulating employability material to prisoners.
- To keep abreast of developments in relation to employability.
- To provide prisoners with a structured programme of tuition for class periods and self-study and practice ensuring that progress information is incorporated into prisoner records
- To prepare prisoners for exams or assessments where appropriate and encourage demonstrable learning outcomes.
- To utilise employment as means of focusing prisoners on alternative life choices to criminality.
- To contribute to the preparation of prisoners who wish to further their education post-release.
- Any other reasonable professional duties at the request of your Line manager.

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.

- 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

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

- SCQF Level 7 in a teaching discipline (or equivalent) or achieve this within eighteen months of undertaking the role.
- Experience of teaching employability skills to adults across a range of abilities, including supporting students from deprived backgrounds.
- Experience of working with persons with a range of additional support needs across a range of ages and stages.
- Demonstrable experience of the SQA framework or of an Industry or Educational Standard.
- Excellent communication and IT skills.
- High level of organisational skills.
- Knowledge of relevant health and safety legislation
- Flexibility of work: 40hrs with occasional evening and / or weekend work

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



■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	