

Job Description: Painting & Decorating Tutor

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|--|---------------------------------------|
| Function: | Learning and Skills |
| Job: | Painting & Decorating Tutor |
| Position: | SJS |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Industries SPCO |
| Additional reporting line to: | Head of Learning, Skills & Employment |
| Position location: | HMP Peterborough |

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

- To contribute to reducing reoffending, changing lives for the better and improving the quality of life for the students in your care.
- Enthuse students to gain qualifications and skills that will contribute to employment on release.
- Deliver an accredited course in Painting and Decorating that is nationally recognised and industry standard.
- Challenge negative behaviour and increase self-esteem within a supportive environment.
- Build links with local and national companies that could provide employment opportunities on release.

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.

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|------------------|------|--------------------|-----|-----------------|-----|-----------------------------|-----|------------------|-----|
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| | | EBIT margin: | tbc | | | Outsourcing growth rate: | n/a | HR in Region | tbc |
| | | Net income growth: | tbc | | | | | | |
| | | Cash conversion: | tbc | | | | | | |

Characteristics ▪ Add point

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.

Head of Learning
& Skills

Regimes
Manager

↓

SPCO

↓

Painting &
Decorating Tutor

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.

- Working with challenging students who may at times present with problematic behaviour.
- Duty of care for vulnerable students
- Differentiation and adjustment made for students with special educational needs
- Develop effective working relationships across the prison and with external partners and agencies.
- Be compliant with all paperwork requests that feed into performance reports
- Ensure high standard of delivery and high pass rate.

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

- Work effectively and efficiently with the Learning & Skills and regime delivery teams to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners 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 as 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 differentiate 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
- Monitor take-up of taught course 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 Peterborough.

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.

- Enthusiasm in the specialist area
- A flexible and responsive attitude with the willingness to innovate
- Contribute to the reduction of reoffending
- 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

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

Skills

- Experience of designing a new curriculum and implementing an accredited course
- Experience of working successfully with accredited examination bodies
- Ability to engage and motivate students
- Good IT and organisational skills with a commitment to accuracy
- Excellent communication skills
- Ability to engage, motivate, support and coach colleagues

- Good level of literacy and numeracy skills
- Focused on reducing re-offending but also hitting performance targets
- Skilled Painter and Decorator
- Full teaching qualification (minimum CTLLS) or working towards
- Assessor qualification or willing to work towards
- Recognised level 3 qualification in specialism

Knowledge

- Experience of working with vulnerable adults
- Good understanding of teaching practice
- Good understanding of local labour market and skills required
- Understanding of current legislation and health and safety issues with the equipment and materials used in the Painting and Decorating trade

Experience

- At least 2 years teaching experience
- Trade Experience

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

- Innovation and change
- Brand Notoriety
- Growth
- Ability to be flexible and have a dynamic approach to delivery
- Rigorous management of results
- Knowledge of curriculum and OFSTED expectations
- Understanding diverse groups

9. Management Approval – To be completed by document owner

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| Version | 1.0 | Date | 29.01.2019 |
| Document Owner | Head of Learning Skills | | |
| Employee Name: | | | |
| Signature: | | | |
| Date: | | | |