

Job Description: Employability Instructor

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

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

- Purpose of the role is to provide and promote a quality learning service at HMP Addiewell supporting Prisoners to access the curriculum and develop their capacity to succeed in life.
- To deliver a range of employability skills to prepare prisoners for liberation.
- Raise Prisoner attainment promoting achievement and inclusion

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:	€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.

Unit Manager

Team Leader (Employability)

Instructor (Employability)

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.

- Plan the assessment process with Tutors and Prisoners - observe, record assessment, feedback and complete all documentation.
- Ensure learner retention is at the highest possible levels.
- Examine candidates' portfolios of evidence and ensure that significant milestones are met in preparation for assessment.
- Provide class cover as directed by the Line Manager.
- Provide regular feedback to prisoners and give group and individual support to enable them to achieve the maximum learning benefit from their chosen activity.
- To be an active member of the Instructor team, attend staff development, team and programme meetings as required.
- To undertake appropriate and agreed professional development.
- Complete relevant paperwork and reports as required by your Line Manager and awarding bodies.
- Contribute to good order and the wider needs of the prison
- Order and maintain adequate learning supplies and resources as required to deliver effective learning provision

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

- Plan and deliver employability activities as directed and maintain appropriate safety for Prisoners within the learning area.
- To be involved in all processes and procedures related to marketing, inducting and tracking of class attendance; notifying potential impact upon PA uptake as appropriate.
- Motivate and drive Prisoners to achieve their qualifications within agreed timescales, through direct support and assistance.

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.

- Performance Outcomes / Qualifications
- Quality of service: Teaching/Trainer Experience.
- Relationships with Prisoners
- Communication Skills
- Resource Allocation
- Personal, Professional Skills

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

- Experience of teaching employability skills to adults across a range of abilities, including supporting students from deprived backgrounds.
- The Instructor should have a relevant learning and development qualification (at least to SCQF Level 7), however we are prepared to work with exceptional candidates with a desire to earn a learning accreditation within a reasonable timeframe of 9 months of starting in the role.
- 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.
- Knowledge of relevant health and safety legislation
- Flexibility of work: 37.5hrs 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	
▪ Rigorous management of results	
▪ Learning & Development	
▪ Innovation and Change	

9. Management Approval – To be completed by document owner

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Document Owner	David McClure		