

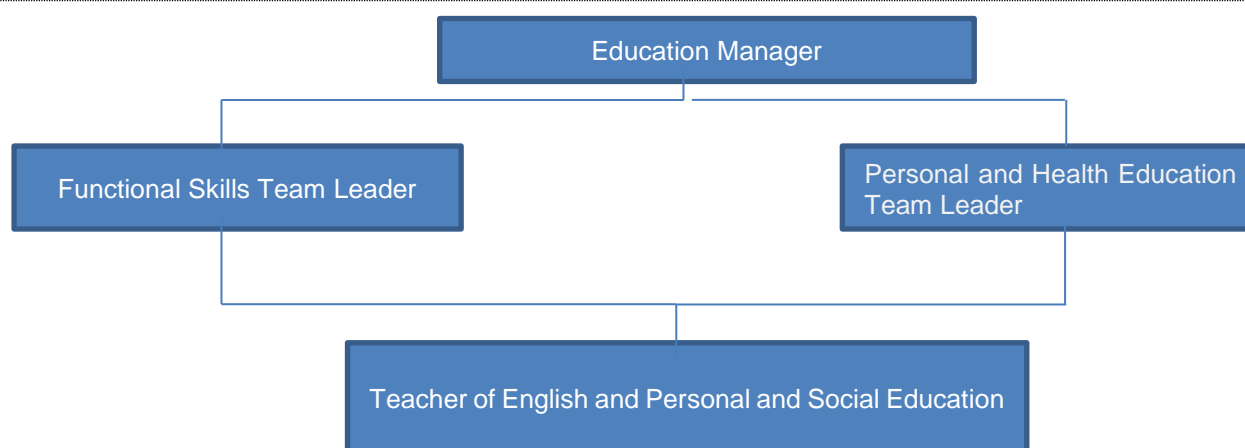
Job Description: Teacher of English and Personal and Social Education

Function: Education	
Position: Teacher of English and Personal and Social Education	
Job holder:	
Date 14 th August 2019	
Immediate manager: Education Manager	
Additional reporting line to:	[
Position location: Education Department	

1. Purpose of the Job –

- To be very resilient and able to cope with hard to reach and sometimes challenging learners.
- To be able challenge and motivate hard to reach and difficult learners.
- To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank

2. Organisation Chart



3. Context and main issues

- To be very knowledgeable of Functional skills particularly in English at entry level 3, level 1 and 2.
- To be confident in teaching and to make lessons interesting for learners.
- To be able to deliver personal and social education subjects such as Citizenship and Preparation for work when necessary.
- To be aware that security is our top priority.

4. Main assignments

- To teach English for learners who are progressing through the Adult Core Curriculum from entry level 3 to level 2.
- To ensure that all learners are provided with an initial assessment and a diagnostic test.
- To signpost learners from the results of the initial assessment and the diagnostic test to relevant activities that will prepare them for gaining an external accreditation.
- To stretch and challenge all learners.
- To ensure that Quality Assurance is of a very high standard and will undergo inspection by Team Leaders and management.

5. Accountabilities

- To design and deliver courses in English that will encourage and motivate learners to progress from their initial starting point.
- To be able to deliver and enhance the content of pre-set courses in Personal and Social Education.
- To teach up to fifteen learners who may have joined the course at different times and who may vary in ability and enthusiasm.
- To design interesting topics that will engage learners that is harder to reach.
- To be willing to teach on occasions in less traditional settings such as industries workshops.
- To develop own teaching materials and keep them up to date and relevant.
- To develop schemes of work and lesson plans that are mapped to the Adult Core Curriculum, whilst meeting the different needs of learners.
- To be able to complete individual learning plans, registers, progression data and class evaluation forms by given deadlines and to a high standard.
- To be able to implement ICT into the daily delivery of lessons.

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

- A good first degree
- A level 4 teaching qualification or above

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

<input type="checkbox"/> Growth, Client & Customer Satisfaction / Quality of Services provided ✓	<input type="checkbox"/> Leadership & People Management
<input type="checkbox"/> Rigorous management of results ✓	<input type="checkbox"/> Innovation and Change
<input type="checkbox"/> Brand Notoriety	<input type="checkbox"/> Business Consulting
<input type="checkbox"/> Commercial Awareness	<input type="checkbox"/> HR Service Delivery
<input type="checkbox"/> Employee Engagement	
<input type="checkbox"/> Learning & Development	

9. Management Approval –

Version	1	Date	14 th August 2019
Document Owner			