

# Job Description: ICT Tutor

Function:	SODEXO JUSTICE SERVICES – HMP PETERBOROUGH
Job:	ICT Tutor
Position:	TUTOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	STRAND LEADER
Additional reporting line to:	
Position location:	HMP PETERBOROUGH

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

- To provide ICT lessons that supports learners to increase their ICT levels and pass a recognised ICT qualification.
- To plan, develop, implement and evaluate activities and appropriate courses
- To challenge negative behaviour and increase self esteem
- To increase prisoners' employability and reduce re-offending.

## 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.



**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 residents
- Achieve a Grade 2 or above in un-announced lesson observations carried out at irregular intervals throughout the year
- Be compliant with all paperwork requests within the Department and wider prison context
- Establish a rapport with residents to encourage them to take progressive steps in their education and rehabilitation.

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

- Work effectively and efficiently with the Learning & Skills manager and Education Manager to produce innovative and stimulating ICT lessons for residents to encourage participation whatever level the prisoners are starting from.
- Effectively plan ICT sessions by preparing and using relevant data for the benefit of the learner identifying opportunities for development.
- 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 differentiation strategies 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 ICT sessions and employ strategies to increase take-up to ensure maximum attendance.
- Monitor attendance 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 sessions and ideas for development of delivery practice and the Department generally
- Establish a rapport with residents to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by residents 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.

- A flexible and responsive attitude
- Enthusiasm for the development of offenders
- 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.
- Experience of delivering the ICT curriculum
- Relevant qualification at ICT Level 3 or above
- Experience of delivering in a classroom environment and on a 1:1 situation.
- 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.
- Ability to work under pressure and adapt to change with ease.
- Ability to work as part of a team or independently.

**Desirable**

- Experience of teaching/supporting people with challenging behaviours.
- Assessor or IV qualification is desirable. Must have a willingness to work towards these qualifications.
- Experience in a prison environment

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

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

**9. Management Approval** – To be completed by document owner

Version	01	Date	08.02.19
Document Owner	W Graham		