

Job Description: LDD Tutor



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Wellbeing Manager
Position:	Team manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Learning, Skills & Employment
Additional reporting line to:	Education Manager
Position location:	HMP & YOI BRONZEFIELD

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

- ☐ The Learning and Skills function sits at the very heart of the prison. The role of the Curriculum Lead is to take the Learning & Skills Department forward in improving the quality of provision whilst also making sure that demanding Service Delivery Targets are met each year. Reporting to the Education Manager, this is a crucial role at Bronzefield as the focus will be on providing education opportunities that will enable the prisoners to gain skills and competencies that will assist them to return into the community without re-offending.
- To support on the National Wellbeing group which looks at how improvements could be made to address some of the issues facing women's prisons and women in custody
- Explore what motivates women to care for their health and participate in wellbeing activities linking to Physical Education provision and how this is supported by diet
- Oversees the safety and cleanliness of the gym, making sure that the equipment and machines used are in excellent working condition and comply with safety standards
- To be responsible for the effective delivery of the prisons Wellbeing agenda for all residents
- Manage service delivery, effectively planning and co-ordinating resources and monitor and quality assuring services to ensure they are delivered to the highest standards within contractual and budgetary requirements.
- Promote services to meet the needs of the residents, through the organisation of service promotion activities and the development of effective local stakeholder relationships.

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.

The department is measured against:	
Measurements	<ul style="list-style-type: none"> ▪ Classroom attendance measures ▪ Qualification targets ▪ Pass rates ▪ Purposeful activity

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

Wellbeing
Manager

Wellbeing/Gym
team

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 prisoners
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year
- Take an active part to ensure that the department runs smoothly each day, dealing with requests for information from both students and colleagues
- Be compliant to ensure that all relevant paperwork is being completed by staff within the department
- Promote aspects of Personal Development relevant to SEND learners
- Ensure the identified number of learners are retained and achieve the recognised qualifications being delivered
- Ensure service delivery targets are met each year

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

- Responsible for checking the equipment and other facilities offered by the Wellbeing Centre.
- Make sure that everything is in excellent working condition, and calls maintenance for repairs when necessary.
- Ensure the residents and staff who use the facilities are safe and enjoy their experience
- Be responsible for resolving problems and complaints very quickly.
- Coordinate the hiring and the training of the gym staff.
- Line manage the Wellbeing staff team
- Track attendance to the Wellbeing Centre and promote attendance
- serves as a mentor who compliments the staff when appropriate
- Take responsible for marketing strategies
- Working with individuals who may have physical disabilities, sensory impairments (ie visual or hearing), speech and language difficulties, learning difficulties such as dyslexia, conditions such as autism, social, emotional and mental needs or have a combination of these difficulties
- Ensure that all learners, including those with special or additional are able to access education and the whole curriculum

- Have a strategic overview of SEN and inclusion throughout the prison including planning, policy writing, advising and supporting other staff. This will also include the writing of provision maps for individuals/groups of learners
- Identify all learners individual needs with SEN and being responsible for creating a safe, stimulating and supportive learning environment
- Initiate and carry out assessments and prepare and manage the assessment paperwork
- Raise standards of student attainment and achievement for SEN learners within the prison
- Ensure the quality assurance procedures are adhered to and use to achieve high standards
- Assist in the development of behaviour policies and procedures to meet the needs of all learners
- Be a visible presence around the department contributing to a calm and purposeful atmosphere including taking a lead in addressing out of lesson behaviour
- Work and collaborate with other teaching staff within the department/prison to ensure that the activities reflect the needs of the students within the subject areas
- Support and train other teaching staff to ensure they are providing the best quality support for all learners
- Actively monitor SEN student progress following up underperformance
- Teach individuals or small groups of learners within, or outside the class
- Develop and adapt conventional teaching methods to meet the individual needs of learners using specialist equipment and facilities where available and required
- Ensure all LDD students have appropriate support
- Lead the writing of ILP's for identified SEN students ensuring targets are communicated clearly and effectively to learners and staff
- Present quarterly progress data at Quality Improvement Group meetings
- Establish the processes of the setting of targets within the department and to work towards their achievement
- Ensure effective communication, liaise with internal and external partners and represent the department views and interests
- Liaise with other professionals such as social workers, speech and language therapists, physiotherapists and educational psychologists
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology and in the curriculum areas taught in
- Undertake duties as required by the Head of Learning and Skills or Director that will contribute to the effective operation of HMP & YOI Bronzefield.

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.

- Commitment to working with learners with special educational needs
- A flexible, enthusiastic and responsive attitude
- 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

Essential

- bachelor's degree in sports science, business administration or management.
- experience in both business and working at a gym
- Full teaching qualification (Minimum of CTLLS) or PGCE
- A minimum of two years of qualified teaching experience
- A good understanding of the Special Educational Needs and Disability (SEND) code of practice
- Recognised Level 3 qualification or above in an identified subject and professional experience focusing on a particular learning difficulty, such as dyslexia or autism
- 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
- The ability to manage confrontation and challenging behaviour
- Patience, understanding and empathy with learners
- A positive, energetic and enthusiastic outlook

Desirable

- Experience of working in a custodial environment
- 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 curriculum
- 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	07/09/17
Document Owner	Tanvir Hynes		