

Job Description:

Teacher of Entry Level English and Personal and Social Education

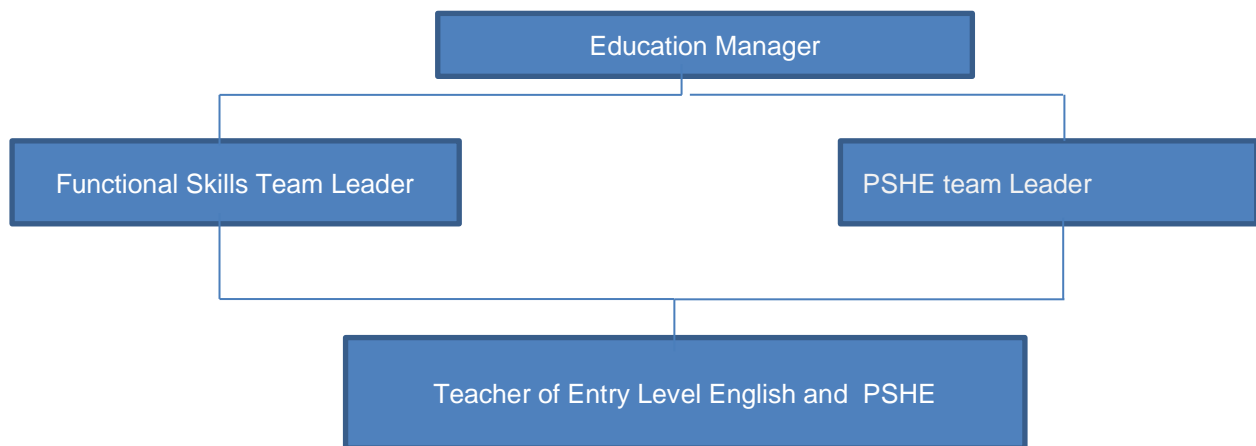


Function: Education	
Position: Teacher of	Entry Level English and Personal and Social Education
Job holder:	
Date 23.12.2021	
Immediate manager: Helen Timm	
Additional reporting line to: Peter Davies and Avanelle Farrell	[
Position location: Education Department	

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
- Teach learners to increase their basic education levels up to entry level three
- Plan, develop, implement and evaluate activities and appropriate courses
- Challenge negative behaviour and increase self-esteem by role modelling
- Increase prisoners' employability and reduce re-offending by supporting their rehabilitation
- Deliver accredited and non-accredited courses in functional skills English
- Deliver courses that are related to a learner's offence based on need
- To be able to teach Personal Social Education courses that are relevant to a learners personal development

2. Organisation Chart



3. 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.

Measurements	<p>The department is measured against:</p> <ul style="list-style-type: none">▪ Classroom attendance measures▪ Qualification targets▪ Pass rates▪ Purposeful activity
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4. Context and main issues

- To be very knowledgeable of Functional skills particularly in English at entry level
- To be confident in teaching and to make lessons interesting for learners.
- To be aware that security is our top priority.
- The focus of the department is to provide education opportunities that will enable the residents to gain skills and competences that will assist them to return into the community without re-offending
- To work with other members of the education and regime delivery teams to promote and provide a broad range of relevant educational programs for residents.
- To develop the scheme of work and learning materials, resources and activities.

- To plan and deliver functional skills programs and Personal Education courses.

5. Main assignments

To teach English to learners who are progressing through the Adult Core Curriculum

- 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 regularly test learners to demonstrate that they have retained knowledge.
- To ensure that Quality Assurance is of a very high standard and will undergo inspection by Team Leaders management and OFSTED.
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year.
- Work effectively and efficiently with the Team Leaders to produce innovative and stimulating lessons for learners to encourage participation whatever the level learners 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 and 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 and differentiate teaching methods and resources accordingly
- Assist in any marketing strategies related to courses, delivery and training
- 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 learners to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by learners 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
- Undertake duties as required by the Director or Head of Learning, Skills & Employment that will contribute to the effective operation of HMP & YOI Forest Bank
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures

5. Accountabilities

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

Essential

- A PGCE or equivalent
- A degree or a level 4 qualification in a relevant subject area
- Experience of delivering Functional skills in the classroom
- 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.
- A flexible and responsive attitude
- Enthusiasm for the subject area
- Willingness to innovate and demonstrate self-motivation
- Awareness of and commitment to the promotion of equal opportunities and the recognition of diversity and inclusion

Desirable

- Experience of instructing/supporting people with challenging behaviour
- Assessor or IV qualification
- Experience in a prison environment

7. 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 ✓	▪ Innovation and Change ✓
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval –

Version	1	Date	18 th January 2021
Document Owner	Helen Timm		