

# Job Description: Industrial Cleaning Tutor

Function:	Learning and Skills
Job:	Industrial Cleaning Tutor
Position:	SJS
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Industries SPCO
Additional reporting line to:	Head of Learning, Skills & Employment
Position location:	HMP Peterborough

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

- To contribute to reducing reoffending, changing lives for the better and improving the quality of life for the students in your care.
- Enthuse students to gain qualifications and skills that will contribute to employment on release.
- Deliver an accredited course in Industrial Cleaning that is nationally recognised and industry standard (WAMITAB).
- Challenge negative behaviour and increase self-esteem within a supportive environment.
- Build links with local and national companies that could provide employment opportunities on release.

## 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.

### Measures

- Workshop attendance.
- Reporting of purposeful activity targets.
- High course success rates .
- Score high with the internal observation framework.
- Maintain a Good Ofsted and HMIP report.
- Set up an accredited course and get direct claims status.

## 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.

- Working with challenging students who may at times present with problematic behaviour.
- Duty of care for vulnerable students.
- Differentiation and adjustment made for students with special educational needs.
- Develop effective working relationships across the prison and with external partners and agencies.
- Be compliant with all paperwork requests that feed into performance reports.
- Ensure high standard of delivery and high pass rate.

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

- Work effectively as part of the industries team to build on an already established Industrial Cleaning course.
- Ensure a high level of training, supervision and assessment in the workshop.
- Develop effective achievement plans using time bound targets.
- Accountability of tools and the safe use of them.
- Effectively plan courses with the use of schemes of work and lesson plans.
- Ensure all relevant policies and procedures are followed to ensure the safeguarding of residents including health and safety and the local security strategy.
- Embed functional skills and employability into every lesson.
- Develop and introduce an Industrial cleaning team that will conduct onsite maintenance .
- Monitor attendance and achievement in your area and communicate findings to your line manager.
- Attend team meetings and contribute to standardisation meetings .
- Develop a relationship with local and national employers to provide a route to employment.
- Work a 37.5 hour week but also be willing to work outside your normal hours.

**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.

- Enthusiasm in the specialist area.
- A flexible and responsive attitude with the willingness to innovate.
- Promotion of equal opportunity and equality and diversity.
- Participate in training and development as required .
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures .
- Contribute to the reduction of reoffending.

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

**Skills**

- Experience of designing a new curriculum and implementing an accredited course.
- Experience of working successfully with accredited examination bodies.
- Ability to engage and motivate students.
- Good IT and organisational skills with a commitment to accuracy
- Excellent communication skills.
- Ability to engage, motivate, support and coach colleagues.
- Good level of literacy and numeracy skills.
- Focused on reducing re-offending but also hitting performance targets.
- Skilled Industrial cleaner.
- Full teaching qualification (minimum CTLLS) or working towards.
- Assessor qualification or willing to work towards.
- Recognised level 3 qualification in specialism.

### Knowledge

- Experience of working with vulnerable adults.
- Good understanding of teaching practice.
- Good understanding of local labour market and skills required.
- Understanding of current legislation and health and safety issues with the equipment and materials used in the Industrial Cleaning Industry.
- Good knowledge of the WAMITAB training frame work for industrial cleaning.
- Hold a level 3 qualification or above in Industrial Cleaning.

### Experience

- Previous teaching experience.
- Trade Experience.

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

- Innovation and change.
- Brand Notoriety.
- Growth.
- Ability to be flexible and have a dynamic approach to delivery.
- Rigorous management of results.
- Knowledge of curriculum and OFSTED expectations.
- Understanding diverse groups.

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

Version		Date	
Document Owner			