

# Job Description: Information, Advice and Guidance worker



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Careers Education Information, Advice and Guidance worker
Position:	IAG worker
Job holder:	Paul Plunkett
Date (in job since):	01/02/18
Immediate manager (N+1 Job title and name):	Regimes manager
Additional reporting line to:	Education Manager
Position location:	HMP & YOI BRONZEFIELD

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

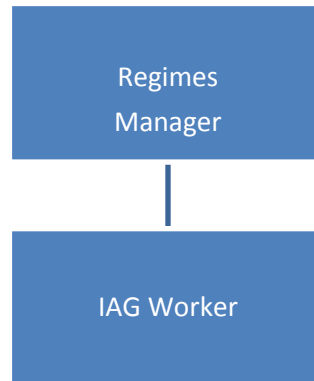
- Provide on-going information, advice and guidance for an identified caseload of learners.
- Deliver Education Induction to new learners, including supporting learners through relevant assessments.
- Meet with learners on an individual basis to review their Learning and Skills Plan at the end of each course.
- To be responsible for the completion of each resident's person's Individual Learning Plan coordinating progress with teaching and support staff.
- To lead on the education review process by setting SMART targets, to ensure plans remain relevant and focussed on achievement and resettlement.
- Support the monitoring of attendance, access to education working in collaboration with teaching staff, specialist SEN support team and custodial staff.
- Support learner access to education on Outreach.
- Work with learners on a 1:1 or group settings to develop their skills and help them overcome barriers to their learning and progress.
- Ensure students have appropriate IAG to facilitate progression and employability.
- Support the development of personal and social skills to maximise work readiness and employability e.g. CV writing, interview techniques, communication skills, job applications.
- Implement measures supporting learners to stay on course and take appropriate action where required.
- Work closely and liaise with internal stakeholders and the SEN & Inclusion Development Lead, in developing education support and opportunities in conjunction for individual young people, to enable a holistic approach relevant to the young people.
- Other duties commensurate with the level and nature of the post
- Assist with Library duties on Saturdays and evenings

**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:**

- **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.



**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 learner pathways for residents are completed alongside the IOMU caseworker
- Be compliant with all paperwork requests within the Department and wider prison context
- Ensure the identified learners are placed on to the relevant education waiting lists
- Work with induction emphasising the importance of education

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

- Work alongside inductions to emphasise the importance of education.
- Put progression plans in places for all residents working alongside the IOMU caseworker
- Work with learners on a 1:1 or group settings to develop their skills and help them overcome barriers to their learning and progress.
- Ensure students have appropriate IAG to facilitate progression and employability.
- Support the library by working one in 3 Saturdays and 1 or 2 evenings per week.
- 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 & 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.

- 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
- 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

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

- Experience of working with young people and adults with varying levels of abilities in an educational setting.
- Knowledge of curriculums and education timetables
- Experience of working with disaffected young people in an educational or secure environment
- Ideal experience of custodial settings
- Experience of developing and maintaining effective relationships with children and young people with a wide range of additional needs
- Understanding of diverse groups
- Experience of working or liaising with a range of support agencies
- Ability to be flexible and have a dynamic approach to delivery
- Knowledge of the Youth Justice System
- Ability to prioritise tasks and workloads in order to meet deadlines and achieve targets
- Open minded and positive attitude, with the ability to co-ordinate, enthuse and motivate

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

Version	01	Date	29/01/18
Document Owner	Paul Plunkett		