

JOB DESCRIPTION

Function:	Justice Services
Position:	INSTRUCTOR DIY (HOME MAINTENANCE)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Employability and Trades Team Leader
Additional reporting line to:	Unit Manager
Position location:	HMP Addiewell

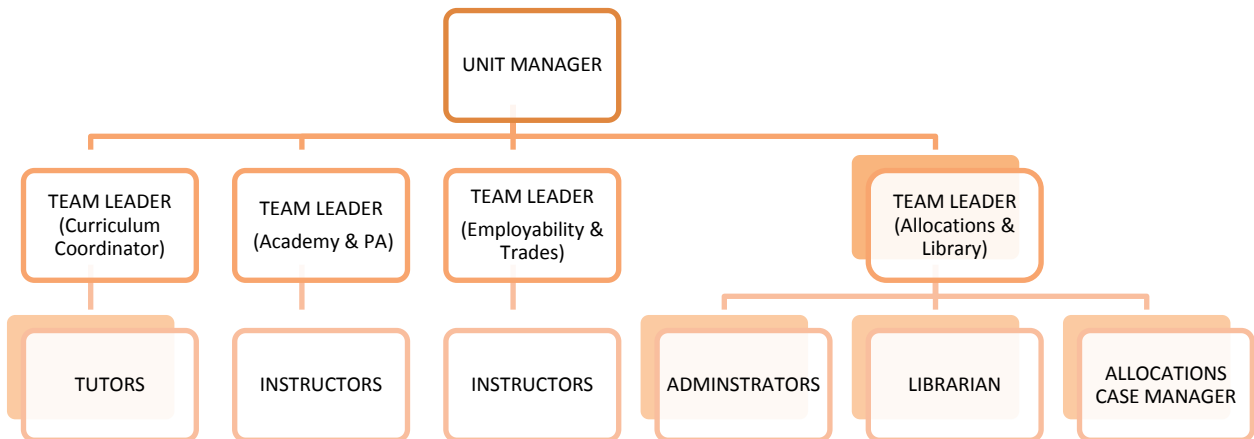
1. Purpose of the Job – State concisely the aim of the job.

- Planning, conducting and assessing classroom instructional activities in home maintenance to include, painting & decorating, plastering, tiling, plumbing and electrical subjects; maintaining educational records; inventory and tool control logs; tracking achievement of desired outcomes.

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:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics		<ul style="list-style-type: none">▪ class delivery of 4 sessions per day (6.5hrs) up to a maximum of 32.5hrs hours per week▪ maximum class size of 16▪ SQA outcomes from SCQF level 2 – 6							

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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



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.

- Deliver absorbing lesson plans to engage and retain prisoner attention and attendance
- Working within a secure environment with restrictions to availability of resources
- Working as part of a wider team to maintain the purposeful activity delivery, to meet the needs of the SPS contract
- To teach a wide range of general home maintenance skills to residents at various stages of competency.

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

- Plan courses and programmes to deliver training
- Report on residents progress and collaborate with colleagues to improve sentence management, increase vocational skills and prepare prisoners for release
- Encourage, support and sustain residents seeking to broaden their life and practical skills
- Ensure compliance with relevant teaching, quality assurance and testing/assessment guidelines
- To create positive opportunities for those residents and promote benefits of achievement in vocational subjects.
- To liaise with prison staff, allocations staff and actively recruit new residents students
- To provide a wide range of progressive and stimulating material to residents in conjunction with an overseeing tutor
- To prepare residents for assessments where appropriate and encourage demonstrable learning outcomes
- To utilise these skills as means of focusing residents on alternative life choices to criminality.
- To contribute to the preparation of residents who wish to further their education post-release.

- Any other reasonable professional duties at the request of your Line manager.

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.

- Delivery of the curriculum to meet the standards of awarding bodies
- Utilise a variety of learning resources and methods to ensure effective teaching takes place
- Provide advice and guidance to ensure appropriate placement on courses dependent on current skills

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

- We need Instructors with previous experience in a training environment – particularly in construction related trades.
- Hold a minimum of SVQ level 3 in a related vocational trade
- SCQF Level 7 in a teaching discipline or willing to work towards; candidates should have knowledge of the principles and practices of adult education; knowledge of instructional planning and teaching methods; skill in use of assessment instruments; ability to develop appropriate educational goals and objectives and an ability to establish and maintain an effective learning environment.
- Knowledge of relevant health and safety legislation
- Flexibility of work: 40 hrs with occasional evening and / or weekend work
- Excellent communication and organisational skills.
- High level of IT skills.
- Good problem solving skills.
- Team Player;

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	