

INSTRUCTOR - ESOL

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

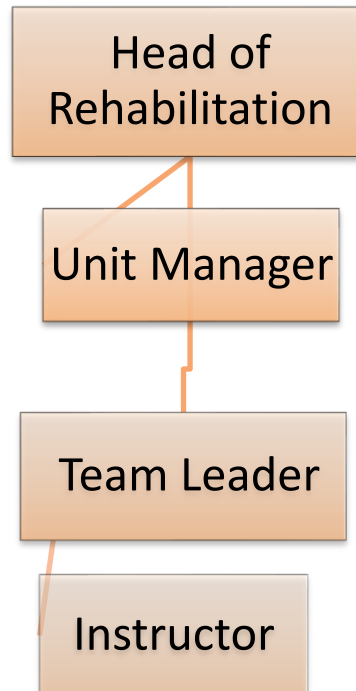
1. Purpose of the Job – State concisely the aim of the job.

- To teach classes via varying teaching methods to residents at various stages of engagement within their education journey
- Planning, conducting and assessing classroom instructional activities in personal development; maintaining educational records; 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.▪ 40 hours per week post▪ 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.

- Work effectively and efficiently with the Learning & Skills delivery teams to produce innovative and stimulating lessons for residents to encourage participation whatever level the residents 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 as for evidence at inspection/lesson observations
- Identify the needs of individuals in classes and groups and develop different teaching methods and resources accordingly
- Assist in any marketing strategies related to courses, delivery and training within normal work hours and out of normal work hours
- Monitor uptake of the course and engage learners in order to increase attendance.
- Monitor 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 residents to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by residents 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.
- 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 our contract.

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

- To create positive opportunities for those residents attending purposeful activity and promote benefits of achievement in education
- To liaise with prison staff and actively recruit new prisoner students
- To provide a wide range of progressive and stimulating material to prisoners
- To keep abreast of curricular developments and maintain personal development enhancing your knowledge and skills as an instructor.
- To provide prisoners with a structured programme of tuition for class periods and self-study, ensuring that progress information is incorporated into prisoner records
- To prepare prisoners for exams or assessments where appropriate and encourage demonstrable learning outcomes
- Any other reasonable professional duties at the request of your Line manager.
- To help residents utilise their time in the classroom as means of focusing prisoners on alternative life choices to criminality.
- To contribute to the preparation of prisoners 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 classroom environment or who can demonstrate they have the necessary skills to teach challenging and hard to reach individuals.
- Hold an ESOL specific teaching qualification e.g. CELTA, DELTA, TEFL
- Experience of teaching accredited ESOL qualifications to adults across a range of abilities, including supporting students from deprived backgrounds.
- Experience of working with persons with a range of additional support needs across a range of ages and stages.
- Demonstrable experience of the SQA framework or of an Industry or Educational Standard.
- Excellent communication and IT skills.
- High level of organisational skills.
- Knowledge of relevant health and safety legislation
- Flexibility of work: 40hrs with occasional evening and / or weekend work

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	▪