

# Job Description:

## [Job Title]

|                                                |                                            |
|------------------------------------------------|--------------------------------------------|
| Function:                                      | SODEXO JUSTICE SERVICES – HMP PETERBOROUGH |
| Job:                                           | INDUCTION TUTOR                            |
| Position:                                      | TUTOR                                      |
| Job holder:                                    |                                            |
| Date (in job since):                           |                                            |
| Immediate manager<br>(N+1 Job title and name): | STRAND LEADER                              |
| Additional reporting line to:                  |                                            |
| Position location:                             | HMP PETERBOROUGH                           |

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

- To provide learners with a detailed and supportive Induction assessment.
- To provide residents with individualised support and identify routes for employment within the establishment.
- To challenge negative behaviour and increase self-esteem.
- To increase prisoners' employability and reduce re-offending.
- To assist with gaining relevant Key Work Skills qualifications
- To assist with Distant Learning enquiries

### 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<br>FY13: | €tbc | EBIT growth:       | tbc | Growth<br>type: | n/a | Outsourcing<br>rate:        | n/a | Region Workforce | tbc |
|                  |      | EBIT margin:       | tbc |                 |     | Outsourcing<br>growth rate: | n/a | HR in Region     | tbc |
|                  |      | Net income growth: | tbc |                 |     |                             |     |                  |     |
|                  |      | Cash conversion:   | tbc |                 |     |                             |     |                  |     |
| Characteristics  |      |                    |     |                 |     |                             |     |                  |     |
| ▪ Add point      |      |                    |     |                 |     |                             |     |                  |     |

### 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 training and supervision of prisoners
- Achieve a Grade 2 or above in un-announced lesson observations carried out at irregular intervals throughout the year
- Be compliant with all paperwork requests within the Department and wider prison context
- Establish a rapport with residents to encourage them to take progressive steps in their education and rehabilitation.

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

- Work effectively and efficiently with the Learning & Skills and regime delivery teams to produce an innovative and stimulating induction session for prisoners to encourage participation whatever level the prisoners are starting from.
- Effectively plan induction sessions by preparing and using relevant data for the benefit of the learner identifying opportunities for development.
- 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 differentiation strategies 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 take-up of induction sessions and employ strategies to increase take-up to ensure maximum attendance.
- Monitor attendance 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 sessions and ideas for development of delivery practice and the Department generally
- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification
- Monitor quality control of work produced by prisoners 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.
- 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 Peterborough.

**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 development of offenders
- 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 DBS check.

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

**Essential**

- Experience of delivering in a classroom environment and on a 1:1 situation.
- 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.
- Ability to work under pressure and adapt to change with ease.
- Ability to work as part of a team or independently.

**Desirable**

- Experience of instructing/supporting people with challenging behaviour.
- Assessor or IV qualification is desirable. Must have a willingness to work towards these qualifications.
- Recognised teaching qualification (Minimum of AET)
- Experience in a prison environment
- Ability to deliver a range of subjects or courses to learners.

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

- Knowledge of curriculums
- Ideal experience of custodial settings
- Understanding of diverse groups
- Ability to be flexible and have a dynamic approach to delivery

