

Tutor

JOB DESCRIPTION

Function:	Education
Position:	TUTOR
Job holder:	Caroline Alford
Date (in job since):	July 2016
Immediate manager (N+1 Job title and name):	Caroline Alford - Education Manager
Additional reporting line to:	Tanvir Hynes – Head of Learning and Skills
Position location:	HMP & YOI Bronzefield

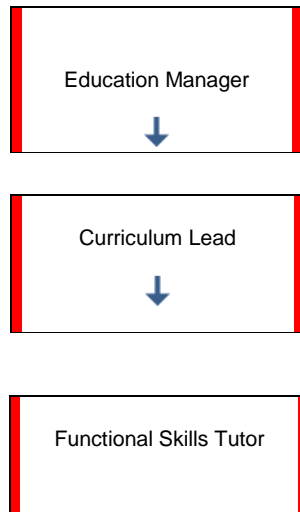
1. Purpose of the Job – State concisely the aim of the job.

The Learning Skills Department sits at the very heart of Bronzefield – providing purposeful activity for all Residents. Tutors are required to work with residents to develop their educational skills and gain qualifications to support their rehabilitation and reduce reoffending.

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.

- measurements
- The department is measured against:
 - i. Classroom attendance measures
 - ii. Qualification targets
 - iii. Pass rates
 - iv. 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. 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.

- The focus of the department is to provide education opportunities that will enable the prisoners to gain skills and competences that will assist them to return into the community without re-offending.
- The skills gained will enable the women to live independently once discharged. This will allow for better re-integration in to society and impact positively on recidivism rates
- To work with other members of the education and regime delivery teams to promote and provide a broad range of relevant educational programmes prisoners.
- To develop the scheme and learning materials, resources and activities.
- To plan and deliver functional skills programmes.

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

- Establish a rapport with prisoners to encourage them to take their first steps in learning and achieve a recognised qualification.
- Work effectively and efficiently to produce innovative and stimulating lessons for female prisoners to encourage participation whatever level the prisoners are starting from.
- Effectively plan course and lessons by preparing and using schemes of work and lesson plans for the benefit of the learner and for evidence at inspection/lesson observations.
- Ensure all relevant policies and procedures, such as Security, Health and Safety and Prisoner Welfare, are adhered to.
- Use the identified programme and appropriate teaching methods, taking into account that you will be working with challenging groups of learners and those with complex needs.
- Identify the needs of individuals and develop a range of teaching methods and resources accordingly.

- Use an individual learning programme for each learner, to track their progress.
- Monitor attendance and progression of learners reporting any difficulties to the Curriculum leader.
- Provide regular feedback to learners, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
- Undertake duties as required by the Head of Learning & Skills or Director that will contribute to the effective operation of HMP Bronzefield.
- Ensure the Behaviour Management system is implemented so that effective learning can take place.
- Be prepared to provide ad hoc teaching cover within the Education and Workshop areas

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.

- Achieve a Grade 3 or above in un-announced lesson observations carried out at regular intervals throughout the year.
- Prisoners' places will be fully utilised.
- Prisoners will be fully engaged.
- Clear learning will be taking place.
- Prisoners will have clear ILP (individual learning plan).

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

Essential

- Teaching qualification
- Subject specialism
- Experience of working with mixed age and ability adult groups.
- Relevant experience that can be applied to the planned topics.
- Ability to motivate and engage learners.
- Flexibility within role to undertake a range of different tasks
- Positive attitude.
- Ability to use own initiative.
- To have an interest in the rehabilitation and resettlement of offenders.
- Ability to communicate effectively at all times through different mediums, including spoken and written communication.
- Ability to think on feet and adapt to situations.
- Effective organisational skills including the ability to prioritise and meet deadlines.

Desirable

- Experience of teaching or working with disadvantaged groups or in a young offender or prison environment
- Knowledge of assessment processes and awarding bodies

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
 Rigorous Management of Results
 Innovation and Change
 Learning & Development
 Brand Notoriety

9. Management Approval – To be completed by document owner

Version	Version 1	Date	01/09/2016
Document Owner	Caroline Alford, Education Manager		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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