

# Job Description: Information, Advice and Guidance worker / Functional Skills Tutor



Function:	SODEXO JUSTICE SERVICES – HMP & YOI Bronzefield
Job:	Information, advice and guidance / Functional Skills Tutor
Position:	Tutor
Job holder:	
Date (in job since):	01/02/18
Immediate manager (N+1 Job title and name):	Regimes manager / Curriculum leader
Additional reporting line to:	Learning & Skills 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
- Teach learners to increase their basic education levels up to level 2
- Plan, develop, implement and evaluate activities and appropriate courses
- Challenge negative behaviour and increase self-esteem by role modelling
- Increase prisoners' employability and reduce re-offending by supporting their rehabilitation

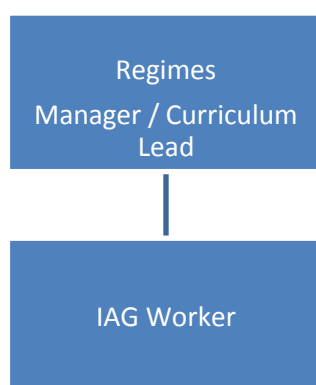
- Deliver accredited and non-accredited courses in functional skills English & maths
- Deliver courses that are related to an offenders offence based on need

**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
- 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 reintegration 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.

- 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.
- 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.
- Work effectively and efficiently with the Curriculum Lead to produce innovative and stimulating lessons for prisoners to encourage participation whatever level the prisoners 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
- 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 differentiate 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 take-up of taught course and employ strategies to increase take-up to ensure maximum attendance
- Monitor attendance, 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 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
- 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

**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.
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year.
- Prisoners' places will be fully utilised with an identified number of learners being retained and achieve the recognised qualification being delivered
- Prisoners will be fully engaged.
- Clear learning will be taking place.
- Prisoners will have clear ILP (individual learning plan)
- Feedback from learner end of course reports are positive

**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

- NVQ Level 4 qualification in Information, Advice and Guidance (or equivalent) as a minimum
- Knowledge of curriculums and education timetables
- Experience of working with young people and adults with varying levels of abilities in an educational setting.
- Ideal experience of custodial settings
- Understanding of diverse groups
- Experience of working with disaffected young people in an educational or secure environment
- Ability to develop and maintain effective relationships with children and young people with a wide range of additional needs
- Experience of working or liaising with a range of support agencies.
- 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
- Full teaching qualification (Minimum of CTLLS) or PGCE or working towards
- Experience of delivering Functional skills in the classroom
- Recognised Level 3 qualification or above in an identified subject and professional experience
- 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.
- 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

**Desirable**

- Experience of instructing/supporting people with challenging behaviour
- Assessor or IV qualification is desirable.
- Experience in a prison environment

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

Version	01	Date	24/05/2019
Document Owner			