

# Job Description: [Strand Leader]

Function:	SODEXO JUSTICE SERVICES – HMP PETERBOROUGH
Job:	STRAND LEADER
Position:	<b>STRAND LEADER</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	EDUCATION MANAGER
Additional reporting line to:	
Position location:	HMP PETERBOROUGH

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

- To provide support to the Education Managers / Head of Learning and Skills to take the Education Department forward in improving the quality of Math's Functional Skills provision whilst also making sure we meet demanding Service Delivery Targets.
- To work with other members of the Education team to deliver and assess all Education courses, in particular a focus on the delivery, assessing of Maths Functional Skills education through a structured educational programme for both male and female prisoners.
- To adhere to the focus of the team in providing educational opportunities that will enable the prisoners to gain skills and competencies that will assist them to return into the community without re-offending.
- To increase prisoners' qualifications in Maths Functional Skills
- To lead on all Maths Functional Skills qualifications.

## 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:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing 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
- Increase the success rates in maths Functional Skills
- Achieve a Grade 2 or above in un-announced lesson observations carried out at regular intervals throughout the year
- Be compliant with all paperwork requests within the Department and wider prison context
- Ensure the identified numbers of learners are retained and achieve the recognised qualification being delivered
- Feedback from learner end of course reports is positive.

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

- Work effectively and efficiently with the Head of Learning & Skills and Education Manager to ensure effective outcomes for prisoners in Maths/ESOL and to deliver Education courses as required.
- 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 differentiated 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.
- 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 rehabilitation and development of prisoners.
- 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 Maths Functional Skills educational delivery
- A teaching qualification minimum of CTLLS.
- Assessor or IV qualification
- Knowledge of Awarding Body requirements
- 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.

### Desirable

- Experience of instructing/supporting people with challenging behaviour.
- Have a willingness to work towards any recognised qualifications as required
- Knowledge of Further Education opportunities.
- Experience in a prison environment.

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

- Understanding of Maths Functional Skills qualifications
- Knowledge of curriculums.
- Knowledge of college and training opportunities.
- Ideal experience of custodial settings.
- Understanding of diverse groups.
- Ability to be flexible and have a dynamic approach to delivery.

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

Version	02	Date	27/06/17
Document Owner	W Graham		