

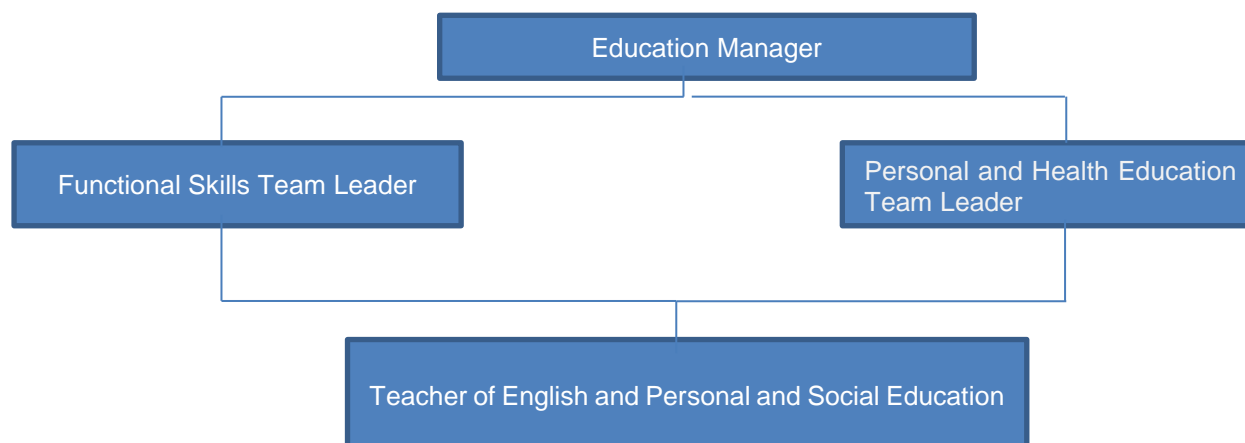
Job Description: English and Personal and Social Education Teacher

Function:	Education
Position:	Teacher of English and Personal and Social Education
Job holder:	
Date	
Immediate manager (N+1 Job title and name):	
Additional reporting line to: Peter Davies and Avanelle Farrell	
Position location:	Education Department, HMP Forest Bank

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

- To be very resilient and able to cope with hard to reach and sometimes challenging learners.
- To be able challenge and motivate hard to reach and difficult learners.
- To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank

2. 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.



3. Context and main issues

- To be very resilient and able to cope with hard to reach and sometimes challenging learners
- To be able challenge and motivate hard to reach and difficult learners
- To be able to follow rules and procedures that are laid down by the Prison Service and Forest Bank
- To be able to work as a team to achieve outstanding results
- To be aware of the environment in which you are working and recognise that security will always be the top priority

4. Main assignments

- To teach English for learners who are progressing through the Adult Core Curriculum from entry level 1 to level 2
- To teach Personal and Social Education subjects as required especially Citizenship and Effective Communications
- To ensure that all learners are provided with an initial assessment and a diagnostic test and to provide excellent teaching and learning resources that will help them achieve their learning goals, including gaining externally accredited qualifications
- To stretch and challenge all learners
- To ensure that Quality Assurance is of a very high standard and will meet inspection requirements by Team Leaders, management and OFSTED

5. Accountabilities

- To achieve course success rates of at least 85% on own courses
- To achieve retention on own courses of at least 85%
- To be accountable for all resources that could be a security risk that are used in the classroom

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

- Graduate calibre. Preferably with a degree in a relevant subject area and a teaching qualification
- The ability to follow the Adult Core Curriculum and be able to design lessons interesting lessons that will motivate and inspire learners to succeed
- Excellent IT skills and the ability to use interactive whiteboards to a very high standard
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7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Rigorous management of results 	
<ul style="list-style-type: none"> ■ Brand Notoriety 	
<ul style="list-style-type: none"> ■ Commercial Awareness 	
<ul style="list-style-type: none"> ■ Employee Engagement 	
<ul style="list-style-type: none"> ■ Learning & Development 	