**EXPERTISE**

Job description: ASN Tutor

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| Function: | Sodexo Justice Services |
| Position: | tutor (ASN) |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): |  |
| Additional reporting line to: |  |
| Position location: | HMP Addiewell |

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| 1. Purpose of the Job – State concisely the aim of the job. |
| * Purpose of the role is to provide and promote a quality learning service at HMP Addiewell supporting resident to access the curriculum and develop their capacity to succeed in life. * To deliver a range of qualifications whilst assessing against the recognized national standards. * Raise Resident attainment promoting achievement and inclusion |

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| 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: | n/a | | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region | n/a |
| Cash conversion: | n/a |
| Characteristics | | * class delivery of 4 sessions per day (6.5hrs) up to a maximum of 32.5hrs hours per week * maximum class size of 16 * SQA outcomes from SCQF level 2 – 6 | | | | | | | | |

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| 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 |
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| **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. |
| * Develop, plan and review the assessment process - observe, record assessment, feedback and complete all documentation. * Ensure learner retention is at the highest possible levels. * Examine residents portfolios of evidence and ensure that significant milestones are met in preparation for assessment. * Provide class cover as directed by the Line Manager. * Provide regular feedback to resident and give group and individual support to enable them to achieve the maximum learning benefit from their chosen activity. * To be an active member of the team, attend staff development, team and programme meetings as required. * To undertake appropriate and agreed professional development. * Complete relevant paperwork and reports as required by your Line Manager and awarding bodies. * Contribute to good order and the wider needs of the prison * Order and maintain adequate learning supplies and resources as required to deliver effective learning provision |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Develop, plan, review and deliver learning / educational activities as directed to national standards and maintain appropriate safety for residents within the learning area. * To be involved in all processes and procedures related to marketing, inducting and tracking of class attendance; notifying potential impact upon PA uptake as appropriate. * Motivate and drive residents to achieve their qualifications within agreed timescales, through direct support and assistance. * Plan courses and programmes to deliver training * Report on residents progress and collaborate with colleagues to improve sentence management, increase vocational skills and prepare prisoners for release * Encourage, support and sustain residents seeking to broaden their life and practical skills * Ensure compliance with relevant teaching, quality assurance and testing/assessment guidelines * To create positive opportunities for those residents and promote benefits of achievement in vocational subjects. * To liaise with prison staff, allocations staff and actively recruit new students. * To provide a wide range of progressive and stimulating material to residents * To prepare residents for assessments where appropriate and encourage demonstrable learning outcomes. * To utilise these skills as means of focusing residents on alternative life choices to criminality. * To contribute to the preparation of residents who wish to further their education post-release. * Any other reasonable professional duties at the request of your Line manager. |

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| 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. |
| * Performance Outcomes / Qualifications * Quality of service:Professional Teaching Experience. * Relationships with Prisoners * Communication Skills * Resource Allocation * Personal, Professional Skills |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Hold an ASN specific teaching qualification SCQF Level 8 in a teaching discipline or willing to work towards; candidates should have knowledge of the principles and practices of adult education; knowledge of instructional planning and teaching methods; skill in use of assessment instruments; ability to develop appropriate educational goals and objectives and an ability to establish and maintain an effective learning environment. * Experience of teaching accredited ASN qualifications to adults across a range of abilities, including supporting students from deprived backgrounds. * Experience of working with persons with a range of additional support needs across a range of ages and stages. * Demonstrable experience of the SQA framework or of an Industry or Educational Standard. * Excellent communication and IT skills. * High level of organisational skills. * Knowledge of relevant health and safety legislation * Flexibility of work: 40hrs with occasional evening and / or weekend work * Annual Holiday entitlement will be 28 days. * The probationary period for this post is 6 months * Strong organisational skills – both in terms of people and materials * Knowledge of relevant health and safety legislation * Patience and a calm manner * Ability to adjust teaching style to suit different learning styles. * Excellent communication and good organisational skills. * Able to work a PC and complete basic IT work. * Good problem solving skills. * Team Player. |

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| 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 | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety | * Business Consulting | | * Commercial Awareness | * HR Service Delivery | | * Employee Engagement |  | | * Learning & Development |  | |