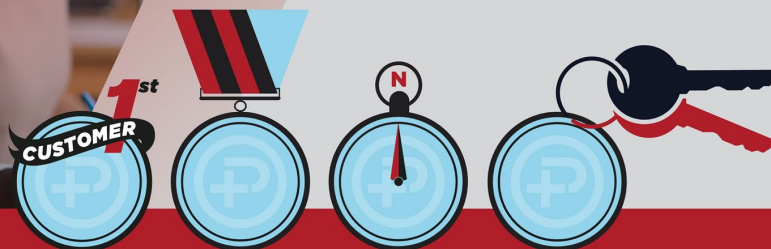


**“We change lives.  
One individual at a time.  
And in the same way, we’re  
going to change society.”**



## Job Description

JOB TITLE:	Tutor
DEPARTMENT	Justice Services
SALARY	Up to £35,000
REPORTING TO	Team Leader
CAREER GROUP	Delivery
DISCLOSURE LEVEL	Enhanced

### MAIN PURPOSE OF THE ROLE:

As a Tutor delivering education in prisons, you can really make a difference to improve people’s lives. Challenging, yet extremely rewarding, this role plays a significant part in helping to reduce our learners re-offending. Our Tutors play an integral part in delivering education. Subjects may include Literacy, Numeracy, ICT, Communication Core Skills, ESOL, History, Business, Peer Training, Employability among others. This role will focus on delivering and promoting education services while fostering a positive learning environment through restorative practices.

### KEY RESPONSIBILITIES

#### Lesson Delivery

- **Deliver Engaging Lessons:** Preparing, delivering and reviewing high-quality lesson plans for all sessions that address the training needs of the group including basic literacy, numeracy, language and other social / employability barriers to employment.
- **Adapt to Multiple Disciplines:** Deliver instruction across a broad range of subjects, adapting quickly to different curriculums such as Literacy, Numeracy, ICT, Communication Core Skills, ESOL, History, Business, Peer Training, Employability.
- **Promote Employability Skills:** Emphasise employability and life skills, supporting learners with digital literacy, communication, and workplace skills essential for reintegration.

#### Individual Learning Support

- **Tailor Lessons to Individual Needs:** Ensure that all lessons and activities are tailored to the needs of neurodiverse learners by assessing the learning needs of each group.

- **Promote Reading and Literacy:** Encourage reading for pleasure and literacy improvement within each subject area, particularly supporting neurodiverse learners.

### Restorative Practices

- **Incorporate Restorative Practices:** Use restorative approaches to create a respectful, inclusive classroom environment, encouraging learners to take responsibility for their learning, reflect on their progress, and resolve any challenges they face.
- **Encourage Positive Learning Behaviours:** Motivate learners to engage positively with learning, promoting responsibility, teamwork, and respect within the classroom.

### Progress Monitoring and Feedback

- **Monitor Learner Progress:** Track and review learner progression, adjusting teaching methods and lesson content as necessary to improve curriculum content accordingly.
- **Provide Constructive Feedback:** Offer timely and constructive feedback to learners, motivating them to stay engaged and focused on their personal growth and educational goals.

### Administration and Compliance

- **Complete Required Documentation:** Handle all necessary administrative tasks such as attendance records, enrolment forms, Individual Learning Plans (ILPs), progress reviews, and Awarding Body documentation in line with prison and contractual guidelines.
- **Examination and Assessment Preparation:** Assist in ensuring timely exam bookings, preparing learners effectively, and submitting reasonable adjustment requests for neurodiverse learners.

### Collaboration and Communication

- **Work with Colleagues and Support Staff:** Collaborate closely with other tutors, learning support practitioners, and prison staff to ensure cohesive support for learners, especially those with neurodiverse needs.
- **Contribute to Holistic Learning Goals:** Work with colleagues, such as SPS Vocational Trainers, to ensure a holistic approach to academic learning and employability, aligning with the prisoners' long-term Learning Strategy for people in custody.

### Contractual KPIs for success





- **Support engagement and retention strategies:** to improve the overall number of learners in the establishment who engage and successfully complete education programmes.
- **Work with colleagues:** to increase the number of learners who complete Initial assessments for: Core Skills, Disability Assessments and Employability Diagnostic Questionnaires.

Roles may vary from establishment to establishment, flexibility is a prime requirement of this role. You may be required to cover another establishment from time to time. Prison based roles are 100% site based, with the expectation of prisoner face to face contact.

### PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Education and Training</b>	✓	✓
English at SCQF Level 6 and Maths Level 5	✓	
A minimum of one of the following: L&D9D or L&D9DI ♦ A1 or A2 plus CPD (in line with the current L&D9 Standard) ♦ TQFE plus CPD ♦ D32 and/or D33 plus CPD ♦ RQF Level 3 Award in Assessing Competence in	✓	

the Work Environment ♦ Level 3 Award in Assessing Vocationally Related Achievement ♦ RQF Level 3 Certificate in Assessing Vocational Achievement.		
A degree, either a combined undergraduate degree in education with a specific subject focus (like English or Maths) or a degree in a related field followed by a PGDE (Postgraduate Diploma in Education)		✓
Subject specialist qualification.		✓
<b>Skills, knowledge and abilities</b>	✓	✓
Confidence in using a diverse range of presentation, facilitation and communication skills.	✓	
The ability to handle challenging situations whilst remaining calm and in control especially in a group situation.	✓	
Respect for and understanding of Safeguarding, Equal Opportunities, Health and Safety and Data Protection policies with specific attention to health and safety requirements.	✓	
Collaborative Skills: Strong teamwork and communication skills, with the ability to collaborate effectively with colleagues, prison staff, and external agencies to support learner progression.	✓	
A passion to motivate and lead by example to support people to achieve qualifications.	✓	
Adaptability and Flexibility: Ability to quickly adjust teaching methods and lesson plans to suit a variety of subjects and neurodivergent learners.	✓	
Administrative Competence: Ability to manage the administrative aspects of the role, including ILPs, registers, progress reports, and exam bookings, ensuring all documentation is completed accurately and on time.	✓	
Knowledge of Reasonable Adjustments: Understanding of reasonable adjustments and how to apply for them in a timely manner to ensure neurodivergent learners are not disadvantaged.	✓	
Clear understanding of the HMI and Education Scotland framework with the ability to meet all standards.	✓	
Adaptable Teaching Style: Ability to teach to the top, using adaptive learning techniques to challenge all learners while addressing individual learning needs.	✓	
Reading Encouragement: Passion for promoting reading for pleasure, especially to support neurodivergent learners.	✓	
<b>Experience</b>	✓	✓
Lesson Planning and Delivery: Strong planning skills with the ability to deliver engaging, adapted lessons that meet the diverse needs of learners, including neurodivergent learners, those with basic literacy and numeracy needs, on a roll-on-roll off basis as well as cohorted.	✓	
Multi-Disciplinary Teaching Experience: Proven experience teaching a range of subjects, preferably in a secure or alternative education setting.	✓	
Initial Assessment & Diagnostics: Experience using BKSB or similar diagnostic tools to assess learners' starting points and create effective, individualised learning plans.	✓	
Digital Literacy and Employability Focus: Proficiency in promoting digital literacy, employability skills, and reading within various subject areas.	✓	

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	<b>Customer First</b> - Helping our customers improve their lives is our 'why'.	✓	
	<b>True North</b> - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	<b>Own It</b> - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	<b>Improve to be the best</b> - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	