

Job Description – In Prison IAG Trainer / Tutor

Located in	Reporting to	Hours
HMP Garth	Regional Business Manager	37.5

Job Purpose

The role will be working with unemployed offenders to focus their aspirations into long term, sustainable employment and supporting with their job search and IAG aspirations

Key Responsibilities

- To proactively manage the rehabilitation of service users in Custody and through the gate to support the overall objective to reduce reoffending and risk of harm on release, with a positioned focus of getting offenders in to work
- To deliver Training for IAG at level 3/4
- Review the Prisoner Learning Plans (DLPs) for all prisoners arriving at the Establishment.
- Complete progress reviews of the DLPs in line with where the prisoner is in their sentence
- To liaise with community-based partners to co-design sustainable rehabilitation networks. To demonstrate a personalised approach with a focus on enablers and strengths of the individual
- Support prisoners within 12 weeks of release with applying for through the gate apprenticeship opportunities and Further Education courses.
- Work in collaboration with the DWP Prison Work Coach and the Education provider
- Work effectively with all resettlement partners, as well as other departments within the establishment.
- Input into employability sessions on courses
- Ensure all pertinent information gathered by the prisoners over their sentence is electronically moved to their Virtual Campus account with a transition to services in the community for continued support through the gate.
- For those unable to gain employment immediately on release, transfer them to service providers in the community (e.g. National Careers Service) to ensure continuity of service on release in supporting their progression into learning and employment

Key Performance Indicators

- Train prisoners against the contract requirements to IAG L3/4
- 60% of prisoners having a DPLP opened
- 80% of prisoners having their DPLP and associated targets reviewed
- 80% of prisoners reporting satisfaction with quality of service

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices and complete any mandatory training.

General

- Be aware of and follow all Acorn Training policies
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing
- Take part in any required training needed to fulfil your role
- Comply with Prison security and policies

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> Full Level 3 Teaching qualification or equivalent/working towards or happy to undertake Level 3/4 IAG qualified or equivalent/working towards or happy to undertake GCSE English language and Mathematics Level 2 IT Qualification 	<ul style="list-style-type: none"> Prison CTC Clearance Assessors Award
Experience	<ul style="list-style-type: none"> How to support learners and promote independence Barriers to learning Support strategies for various learner specific needs 	<ul style="list-style-type: none"> Working in prison environment Working with offenders / ex-offenders
Knowledge	<ul style="list-style-type: none"> Curriculum skills standard knowledge 	
Skills	<ul style="list-style-type: none"> Ability to work under pressure in a highly performance driven organisation Ability to work accurately and able to problem solve Ability to reflect on own performance to support quality improvement 	

	<ul style="list-style-type: none">• Ability to work with little supervision• Ability to manage time effectively and plan your own workload• Ability to work as part of a wider agency team	
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Last Reviewed: September 2023