

Job Description – IAG Trainer (HMP)

Located in	Reporting to	Hours	Job Family & Area
HMP Woodhill	Regional Manager	37.5 per week	IAG

Job Purpose

As an Information, Advice, and Guidance (IAG) Trainer in HM Prisons, your primary responsibility will be to design, develop, and deliver comprehensive training programmes for new IAG practitioners within the prison service. You will play a crucial role in equipping individuals with the necessary skills and knowledge to provide effective information, advice, and guidance to participants, supporting their rehabilitation and reintegration into society and their aspirations for long term, sustainable employment upon release.

Key Responsibilities

- Work in effective collaboration with the DWP Prison Work Coach and Education provider.
- Develop and maintain strong working relationships with prison staff to foster a positive and collaborative training environment.
- Plan, prepare and deliver high-quality teaching and learning sessions, workshops, and tutorials in line with the requirements and the needs of individual trainees, ensuring learning objectives are met.
- Assess trainees' abilities and identify areas for improvement, tailoring teaching and learning methods and resources accordingly.
- Develop and deliver consistently engaging and interactive sessions, utilising a variety of training techniques and materials to enhance trainees' understanding and engagement with the subject/topic.
- Review, assess and evaluate the quality and standard of IAG/employability sessions provided by IAG trainee practitioners and provide constructive feedback for development.
- Provide ongoing support and mentorship to new IAG trainee practitioners, fostering a culture of continuous learning and improvement.
- Rigorously monitor and track trainees' progress, providing regular feedback and implementing strategies to address areas of weakness or underperformance.
- Establish and maintain a positive and inclusive learning environment, actively promoting trainee participation, motivation, and confidence in professional development.
- Maintain accurate records of trainees' attendance, progress, and assessment outcomes, ensuring compliance with regulatory and internal requirements.
- Collaborate with relevant stakeholders to stay informed about changes in legislation, policies, and best practices in the field of information, advice, and guidance.
- Evaluate the effectiveness of training programmes through assessments, feedback, and key performance indicators.

Key Performance Indicators

- High levels of trainee progress from their starting point.
- High completion and timely achievement rates.
- Consistently good or better teaching, learning and assessment practice.
- Timely and accurate assessment decisions and feedback.
- Adherence to qualification requirements and quality standards.
- Achievement of predetermined training objectives and outcomes.
- Positive feedback from trainees and stakeholders.
- Compliance with relevant policies and procedures.
- Timely adaptation of training programs to reflect changes in legislation or best practices.

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 and HMP policies and procedures.
- 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.
- Commitment to the Professional Standards – Values and Attributes, Professional Knowledge and Understanding and Professional Skills.
- Promote and uphold the principles, policies, and all relevant statutory requirements, including the Equality Act, the HASWA, GDPR and Safeguarding, including Prevent.
- Undertake such other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Minimum Level 3 Information, Advice and Guidance qualification or equivalent. • Level 3 teaching, learning and assessment qualification, such as AET or PTLLS. • GCSE (or equivalent) in English Language and Mathematics • Level 2 ICT Qualification 	<ul style="list-style-type: none"> • L4 or above IAG qualification. • Level 3 CAVA or equivalent • L5 teaching qualification or willingness to work toward. • IOSH Health and Safety Qualification
Experience	<ul style="list-style-type: none"> • Experience in designing and delivering training programmes, preferably within a prison or similar setting. • Experience in mentoring or coaching individuals. • Teaching or training experience, with the ability to convey complex technical information effectively. 	<ul style="list-style-type: none"> • Experience in curriculum development and educational material creation. • Experience in working with offenders / ex-offenders
Knowledge	<ul style="list-style-type: none"> • In-depth knowledge of IAG principles, policies, and procedures. • In-depth knowledge of the latest curriculum standards, trends, and advancements. • Awareness of current and emerging trends in the technology and digital industry, ensuring learners are prepared for the job market. 	<ul style="list-style-type: none"> • Knowledge of relevant legislation and policies affecting the prison system.
Skills	<ul style="list-style-type: none"> • Strong interpersonal and communication skills. • Ability to assess training needs and tailor programmes accordingly. • Excellent organisational and time-management skills. • Commitment to maintaining a high standard of professionalism and confidentiality. • Flexibility to adapt training programmes based on the unique needs of different prison environments. • Ability to work collaboratively with diverse teams and stakeholders. • Ability to work under pressure in a highly performance driven organisation. 	<ul style="list-style-type: none"> • Ability to work as part of a wider agency team.

Last Reviewed: December 2023