



JOB DESCRIPTION

POST TITLE: GRADUATE TRAINEE – STUDENT
ENGAGEMENT
(PRISON EDUCATION – HMP FIVE WELLS)
(FIXED TERM FOR ONE YEAR)

POST NUMBER: SBREQ000083

GRADE: HAY 9, POINT 22

JOB PURPOSE

Working within the Restart division you will be supporting classroom/workshop attendance, engagement, delivery and further learning. The role is highly flexible taking in a wide range of duties within newly opened HMP Five Wells.

You will also gain a year's experience working across Prison Education in the criminal justice sector, engaging fully with staff development and training.

KEY RESPONSIBILITIES

As a Graduate Trainee, you will be responsible for the following:

- Supporting high-quality teaching, learning and assessment within the Prison Education division within HMP Five Wells by facilitating sessions and developing learning opportunities.
- Contributing to the learners' study programmes through directed support, project-based activities and tracking the progress of learners.
- Provide cover across a range of duties including short-term teaching cover, course delivery and administrative support.
- Engage and promote learning, including facilitating 1:1 support and supporting co-ordination of Distance Learning.
- Provide support to Resettlement teams and individuals to identify and support prisoners into employment.
- Contributing to activities that enrich the learning experience for learners within the prison.
- Attend specialist Prison Education training activities such as part of continuous professional development.
- Assisting the Restart teaching staff in the management of workshops and classes including providing ad hoc cover in appropriate subject areas.



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- Safely setting up, preparing learning activities, and/or designing, as appropriate, equipment for use of students and staff.
- Creating effective working relationships with our prison internal and external partners.
- Contribute to the ongoing quality assurance process associated with Prison Education.
- Actively promote Prison Education opportunities.

GENERIC DUTIES

In addition to the above requirements, all members of Prison Education staff are required to:

- Complete all associated organisation/administrative work, preparation and marking.
- Keep and maintain specified student and class records.
- Assist with administration, recruitment, enrolment, pre-enrolment information.
- Participate in Restart activities as requested, including career events, open days, and other publicity and public relations events.
- Be subject to staff appraisal processes, in-service training and industrial updating, based upon an assessment of individual service needs.
- Meet the requirements of the Health & Safety at Work Act 1974 and Weston College Group's Health and Safety Procedures.
- Complying with Information Security requirements, in line with Weston College Group policy as well as prison service local and national security policies.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.



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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College Group on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to and comply with Weston College Group's Health and Safety, Equal Opportunities, ICT, Social Media and Safeguarding Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Restart's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a member of Weston College Group, you will be committed to develop your technical skills to enhance learning, including use of the virtual learning environments and classroom equipment.

CONDITIONS OF SERVICE

The Restart standard Contract of Service for Support staff applies.

SALARY

Hay 9, Point 22 - £21,383 per annum

In addition to the salary outlined above, Weston College Group will subsidise 100% of the cost for you to undertake initial teacher training should you wish to do so (if required).

Please note, the College reserves the right to reclaim all tuition and exam costs associated with the qualification if either the Internship is not completed or if the intern fails the qualification.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

Restart reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Restart is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4/C or above (or equivalent), including English and Mathematics <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Psychology, Criminology or Education degree (<i>or related degree</i>)	✓	
Experience of working with young people and/or adults in an employed or voluntary capacity		✓
Computer literacy	✓	
Highly motivated	✓	
Excellent organisational skills	✓	
Excellent interpersonal skills	✓	
Ability to work as part of a team	✓	
Excellent communication skills	✓	
Setting and achieving high standards for yourself and others	✓	
Self-ambitious and committed to pursuing a career within the justice sector	✓	
Full driving license and access to own vehicle	✓	

* All applicants must be able to provide evidence or equivalent of a Level 2 Qualification in Mathematics and English or be willing to undertake the qualification whilst in post.

The successful candidate will be required to obtain the appropriate prison clearance before starting the role and maintain this throughout employment.