

JOB DESCRIPTION

POST TITLE: LEARNING FACILITATOR
(Engagement, Distance Learning, Virtual Campus, Library and Learning Resource Centre [LLRC]) – HMP PORTLAND

POST NUMBER: WREQ3175

GRADE: LECTURER SCALE

JOB PURPOSE

Are you looking for a career where you can change lives? Are you passionate about helping others to learn and looking for a new challenge? In this role you will have an outstanding opportunity to positively enhance learners' lives through at HMP Portland by promoting and supporting learning. You will be working collaboratively with curriculum and prison staff as well as partner agencies to promote, facilitate and support access to learning that maximises engagement and progression including the use of the Virtual Campus for learning, resettlement and employment. The range of activities will vary according to the individual prison and the changing population priorities.

KEY TASKS/DUTIES

As post-holder, you will be responsible to the Curriculum Manager for the following:

- Develop positive working relationships and liaise regularly with curriculum staff, HMPPS and other partners ensuring that the learning needs of the prison population are met.
- Work collaboratively with the curriculum team to identify and support teaching, learning and assessment activities.
- Extend learning and literacy beyond the classroom by working with the curriculum team and partners to develop, implement and support reading and learning experiences across the prison.
- Develop an outstanding learning experience that is flexible and responsive to the needs of the learners and promote the benefits of and access to learning for all prisoners.
- Provide an excellent face-to-face service for identified individual or group learners.

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- Support the induction and assessment process in order to empower prisoners to identify, understand and address their learning needs at the earliest opportunity within a sequenced learning plan.
- Support and supervise learners in using the LLRC facilities, services and resources.
- Set, monitor and record targets to increase learner engagement.
- Provide proactive support to disengaged learners and those who are not yet ready to engage in formal learning programmes and develop and instigate positive conversations and strategies to secure engagement and progression.
- Engage with pre-Entry and Entry level learners, assisting with the referral process, to signpost to the Shannon Trust, Right to Read and similar supportive programmes, acting as a point of contact for partner agency volunteers, attending relevant meetings and working with the Learning and Skills Manager to improve services.
- Work with curriculum staff and partners to maximise the use of appropriate learning resources.
- Assist Open University and distance learners to apply for funding, register for courses and ensure learning materials are accessible to learners in a timely manner, independent study is supported, completed work is submitted, tutorials and exams arranged and communicated.
- Organise and supervise Virtual Campus sessions to support assessment, learning, resettlement and employment.
- Develop the digital skills of learners and staff to increase the use of technology within teaching, learning and assessment.
- Support and implement a regular programme of themed events and activities to promote resources, literacy, numeracy, well-being and employability.
- Provide a single point of contact for Education Champions on the wings, providing updated materials for the wing education notice boards.

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- Promote the benefits of learning and skill development and advise prison staff and key workers of the opportunities available and the importance of supporting attendance (but not accountable for prison allocation targets).
- Deliver and support learning as appropriate.

OTHER DUTIES:

- Ensure the safety of all learners.
- To comply with Information Security requirements in line with College policy
- Undertake duties as identified by the Curriculum, Digital and Area Manager.

This job description only contains the principal accountabilities relating to this post, and does not describe in detail all the duties required to carry them out.

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 and HMPPS 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 Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

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

CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

SALARY

Lecturer Scale 1-2: £23,960.00 - £25,488.00 per annum.

HOURS

Hours of attendance: 37 hours per week to ensure coverage for LLRC opening times. This may include some weekend and evening duties as required by the prison.

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

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



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Weston College 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 C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake these Qualifications whilst in post.</i> | ✓ | |
| Good level of technical ability and competent user of technology with Level 2 IT Qualification (or higher). | ✓ | |
| Level 3 qualification (preferably relevant to the post eg IT, media) | ✓ | |
| Experience of working with virtual learning environments or other learning platforms. | | ✓ |
| Design skills with imagery, graphics, audio, video and other mixed media formats. | | ✓ |
| Degree or higher level qualification. | | ✓ |
| Teaching qualification or prepared to work towards. | | ✓ |
| Good interpersonal and communication skills. | ✓ | |
| Ability to communicate effectively with staff at all levels. | ✓ | |
| Strong organisation and time management skills. | ✓ | |
| Proactive to learning about developments within learning and with learning resources. | ✓ | |
| Receptive to new ideas and a willingness to work flexibly. | ✓ | |
| Independence, enthusiasm, and initiative. | ✓ | |
| Experience in working with groups of learners. | | ✓ |
| Experience in providing one-to-one learner support. | | ✓ |
| Experience within the FE/PEF sector | | ✓ |

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