

Job Description for:	Tutor
Specialised Area:	Foundation Skills/Living Skills/Vocational
Responsible to:	Foundation Programme Coordinator
Niche:	Foundation Learning Niche

Job Role:

To deliver Foundation Learning programmes to learners within the Prison Services (PS) environment and complete administrative work that is required to support delivery and non-delivery activities.

The aim of the programme is to support learners in gaining appropriate literacy, language and numeracy skills ,life skills and vocational training to enable transfer into further educational opportunities, or to be supported into employment options.

RESPONSIBILITIES:

Operations:

- Deliver a range of adult education programmes.
- Build rapport with inmates to motivate and ensure programme outcomes are achieved (i.e. inmate attendance and programme completion).
- Maintain professional standards at all times, including Company public profile and dress standard.
- Have a good working relationship with prison site staff.
- Maintain awareness and knowledge of adult education practices and methods, particularly the Adult Learning Progressions and Assessment Tool.
- Maintain current knowledge of Vocational training (e.g. computing) methods.
- Attend meetings and liaise with Foundation Programme Coordinator as and where required.
- Work collegially to achieve successful outcomes.
- Provide no less than 24 hours notice where practically possible of any notice of cancellation of classes, or any other event that will affect delivery, to the Foundation Programme Coordinator.
- Be flexible and responsive to the needs of the Company and on-site PS requirements.
- Commit to and ensure the accurate and timely recording of information as specified for all prison education programme reports and the Company.
- Be available for ongoing professional development as required by the Company.

Quality Assurance:

- Read, understand and implement all relevant PS and Company Handbooks, Health & Safety policy requirements for working in and how to behave in prisons.
- Design group lesson plans to ensure positive programme outcomes and pass rates for prisoners.
- Teach in such a way as to maximise student involvement in the learning process in line with adult learning and education practices.
- Have skills in safely managing difficult group situations and dynamics.
- Have a good knowledge and understanding of Maori and Pasifika cultural values.

Additional skills and performance activities relevant to this position:

- Ability to relate to client group and to identify and provide strategies for learners wanting to train and/or gain employment
- Ability to work with students with independent responsibility for their learning programme, and outcome
- Have an understanding of and the ability to relate to different needs of cultural, ethnic and gender groups
- Be responsive and professional in issues of liaison and interaction
- Relevant experience and qualifications (minimum of NCALE and/or NCAET or demonstrable progress towards)
- Have the necessary computer literacy to complete all duties
- Ability to structure learning programmes to support success, foster personal motivation and confidence of students
- Be qualified to deliver and assess unit standards (if required)

Targets:

Achievement of annual Key Performance Indicators and programme delivery targets including

- Attendance Registers
- Transfer Reports
- Prisoner File Notes
- Prisoner Assessments (including Individual Learning Plans and 8 weekly reviews)
- Record the details of delivery and non-delivery time, travel and other claims or entitlements accurately on your timesheet before the end of each fortnightly pay period
- Learner evaluations
- Tutor marking schedules/lesson planning
- Weekly Tutor Reports

Reports	When	Where
PS Daily Attendance Sheets	Daily	PS Co-ordinator
Attendance Registers	Weekly	Foundation Programme Coordinator
Transfer reports	As required	Foundation Programme Coordinator
Contributions to inmate files	As required	PS Programmes Staff
Individual Diagnostic Assessments	As required	Foundation Programme Coordinator
Individual Learning Plans	As required	Foundation Programme Coordinator
Prisoner 8 weekly assessments (Assessment Tool)	As required	Foundation Programme Coordinator
Class prep/lesson plans/marking	Weekly	Foundation Programme Coordinator
Incident Occurrence Reports	Within 24hrs	PS Programmes Staff and Foundation Programme Coordinator
Weekly Tutor Reports	Weekly	Foundation Programme Coordinator
Timesheets	Fortnightly	Foundation Programme Coordinator