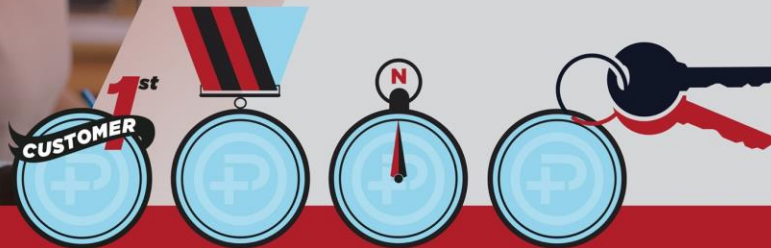


**“We change lives.  
One individual at a time.  
And in the same way, we’re  
going to change society.”**



## Job Description

<b>JOB TITLE:</b>	Literacy and Reading Facilitator
<b>DEPARTMENT</b>	Adult Education – Prison Education
<b>REPORTING TO</b>	Regional Reading Specialist Team Leader
<b>CAREER GROUP</b>	Delivery
<b>DISCLOSURE LEVEL</b>	Prison Clearance

### MAIN PURPOSE OF THE ROLE:

Our Literacy and Reading Facilitators here at PeoplePlus work collaboratively with tutors and staff within Education and the wider prison to provide support to prisoners with reading needs. Their role is to promote an effective and inclusive learning environment, providing support to learners over the course of the working week and screening prisoners with low level reading ability.

As a successful Literacy and Reading Facilitator, you will be a passionate, creative, and empathetic towards our learners and prisoners and be able to offer knowledge and guidance and support to prisoners with reading needs including those with neurodiverse needs and disabilities.

### KEY RESPONSIBILITIES





- To conduct reading screeners with prisoners.
- To develop and implement reading interventions for individuals or groups of prisoners using That Reading Thing or equivalent phonics intervention programmes.
- Write and update reading profiles for all prisoners that complete a reading screener.
- Monitor and report on reading progress of prisoners monthly following screening, intervention and re-screening.
- Develop resources to help support prisoners with low level reading ability.
- Collaborate with education and prison staff to ensure a holistic approach in supporting prisoners with emerging reading needs.
- Deliver creative support for emerging readers to enable prisoners to make progress and be inspired to read. This may include setting up an emergent reading group.
- Develop reading groups and initiatives including 'Book of the Month' in collaboration with libraries to enable prisoners to build on and continue their love of reading.

- Assist management in promoting a “reading for pleasure” culture within the education and the wider prison community.
- Lead on reading initiatives within the wider prison.
- Deliver training and guidance to staff in relation to reading and phonics.
- Utilise technology to promote reading strategies which will support emergent readers.
- Assist in the prisoner’s journey by uploading and sharing reading profiles through Virtual Campus (VC2).
- Further develop your knowledge with reading by engaging with CPD provided by PeoplePlus and other agencies.
- Work with a range of partnership with reading partners such as Shannon Trust.
- Work with onsite libraries and other relevant partners to develop a whole prison approach to promote reading using a range of strategies including, but not limited to, book clubs, writers in residence, storybook fathers etc.
- Promoting the importance and benefit of reading across all areas of the prison, to both prisoners and staff. This includes promoting reading at full staff briefings, promotion via digital technology such as Way-Out TV.
- Liaising with Peer Support Workers including but not limited to Shannon Trust Mentors, Prisoner
- Information Desk (PID) workers, CIAG orderlies and Library orderlies to further promote reading in prison.
- Creating a monthly newsletter to promote reading across the Lot recognising good practice and positive outcomes. Plus, publish a local monthly newsletter including involvement and contributions from the Governor and senior leadership team in each prison.
- Developing strong links with the Library Service and other organisations including The Shannon Trust.
- Working in collaboration with the Education Department and Neurodiversity Leads to support learners who have specific learning needs.
- Developing projects in collaboration with wider departments including the Gym and Education departments to further promote reading through discrete embedded approaches such as sports or educational events.
- Deliver regular training for prison mentors and quality assure the delivery of the support mentors give to prisoners who need support. Meet with the group of prison mentors regularly to gain feedback on their support and ensure their training is maintained. Ensure that the full complement of prison mentors is in place and identify and train new mentors as needed.
- Track the progress data for all prisoners undertaking the reading intervention at Support Level 1, 2 and 3 and assign further appropriate interventions as needed.
- Deliver any other directed reading activities at site level.
- Promote community values with learners which demonstrates tolerance, community, and respect.
- Collaboratively manage the behaviour of the learners, promoting and maintaining a safe and secure learning environment.
- To help support the writing of the whole establishment reading strategy and drive this across each establishment.
- Contractual KPIs for success and performance to be met.
- Prison based roles are 100% site based, with the expectation of prisoner face to face contact.

## PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Education and Training</b>	✓	✓
Have a good basic general education including GCSE (or equivalent) Maths and English at Grade C.	✓	
To hold or be willing to work towards training in providing phonics interventions to adults.	✓	
Full teaching qualification at Level 5 or above or equivalent (e.g. PGCE, Cert Ed, DTLS) or willingness to work towards.		✓
Have experience of working in a learning environment.	✓	
Have well-developed interpersonal skills in relating to prison staff and in working with students who may have little experience of education and training.		✓
<b>Skills, knowledge and abilities</b>	✓	✓

To be able to manage a caseload of learners with reading needs.	✓	
Knowledge of neurodiverse needs which may affect reading ability.		✓
Knowledge of phonics based teaching methods.	✓	
Sensitive to the complexities of prisons or closed institutions and have the ability to work positively.	✓	
Ability to work in a team and with an understanding of equal opportunities.	✓	
Ability to motivate learners/help raise self-esteem.	✓	
Effective communication skills, both written and verbal.	✓	
Ability to keep accurate records.	✓	
Demonstrable experience of using own initiative.	✓	
To have the ability to work as part of a team and on their own initiative.	✓	
To have good organisational skills and be able to meet deadlines.	✓	
A willingness and ability to assume responsibility and to see through detailed tasks.	✓	
To have thinking ability: able to plan, communicate and problem solve effectively.	✓	
Good IT skills with experience of word processing, spreadsheets, databases, email and internet systems.	✓	
Clear understanding of the OFSTED framework (EIF) with the ability to meet all standards.	✓	
<b>Experience</b>	✓	✓
Experience of working within the Special Educational Needs and Disabilities field.	✓	
Experience of delivering literacy and/or phonics based interventions.	✓	
Experience of interacting positively with young people/ adults in an educational/social care or support setting	✓	
Experience working with learners who have reading needs within a prison environment.		✓

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	<b>Customer First</b> - Helping our customers improve their lives is our 'why'.	✓	
	<b>True North</b> - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	<b>Own It</b> - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	<b>Improve to be the best</b> - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	

