9 MONTH FIXED TERM POST
(with potential to renew in January 2022)

JOB DESCRIPTION
Classroom Facilitator, Code4000 @ HMP Holme House, Stockton on Tees

Background

Code4000 is the first programme in the UK and Europe to teach computer programming to prisoners and takes inspiration from The Last Mile, an established prison coding programme that started in San Quentin in the USA.

The programme exists to teach people a life-changing skill, computer coding, and get them back into the job market with the aim of reducing reoffending.

Job Purpose:

- To be responsible for the effective day-to-day delivery of the Code4000 programme at HMP Holme House
- To contribute to the development of Code4000 as an organisation and a service, including its curriculum and classroom practice
- To support the values, aims, and objectives of Code4000 in the execution of all their duties

Job Aims:

- To effectively manage Coders to achieve their individual potential by working through the Code4000 computer curriculum and delivering training sessions in employability skills, with the objective of each coder gaining and maintaining employment, meaningful training, or an entrepreneurial endeavor, upon release.
- To maintain excellent working relationships with all prison staff, and Code4000 staff and volunteers, to ensure the success of the programme.
- To support impact measurement of the Code4000 programme through the reporting and analysis of learner data.
- To work with the Regional Manager to create individual student learning plans, ensuring they are supported throughout their journey from trainee coder to their release back into the community.
- To ensure that Code4000 complies with prison policies and security guidelines at all times.

Salary Scale:

- £24,905 - £27,750 per annum, based on experience and qualifications.

Responsible to:

- Code4000's Programmes Director

Key Tasks and Responsibilities:

1. To ensure the smooth operation of the programme through liaison with the Governor, prison staff and other partners.
2. To promote the programme throughout the prison establishment to maintain sustainable numbers of coders on the course.
3. To comply with all Code4000 and prison security and operational procedures.

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4. To support, monitor and direct coders in their progression through the Code4000 coding curriculum to enable them to achieve their individual potential and gain successful employment or training upon release.
5. To deliver group or one-to-one training sessions in coding and employability skills.
6. To maintain the focus of individual coders on gaining suitable employment on release.
7. To work with coders to identify and achieve personal learning goals.
8. To assess the learning of coders, at set stages throughout the curriculum, and motivate them to achieve their full potential.
9. To manage the recruitment, selection and induction of suitable prisoners on to the programme, in line with the application criteria set out in the Programme Guide.
10. To provide feedback on curriculum content and work with Code4000 Programmes Director to respond to the changing needs of the tech industry.
11. To provide a positive, professional, role model to coders during their time on the programme.
12. To prepare regular reports and, when required, references for coders in line with both Code4000 and prison requirements for all prisoners involved in the programme.
13. To positively work with Code4000 staff team to ensure the programme meets the needs of prisoners, the aims of Code4000, and is fit for purpose.
14. To promote Code4000 and the programme within the prison and host volunteers and visitors to the classroom as required.
15. To attend meetings and carry out other duties that may, from time to time, be specified by their line manager.
16. Where appropriate, work with the Regional Manager, Programmes Director, and client to manage the successful completion of commercial or pro bono development work to the client's satisfaction.
17. To work in line with the Service Level Agreements between Code4000 and HMP Holme House and bring to the attention of the Programmes Director any problem areas.
18. To identify Senior Coders who are sufficiently capable to work on a commercial basis.
19. To support the effective and robust evaluation of the impact of the programme by ensuring the necessary data is properly collated, analysed and reported.
20. To complete and submit the weekly learner report in a timely fashion.
21. To ensure Code4000 operates within an anti-discriminatory framework, considering: race, gender, sexuality, disability and how these issues impact on prisoners and other stakeholders.

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PERSON SPECIFICATION

Classroom Facilitator Code4000

Skills, Knowledge and Experience	Essential	Desirable
Evidence of management of successful service delivery to adults	✓	
Experience in delivering or preparing training for adults	✓	
Qualification in Teaching and Education		✓
Degree, or other qualification, in Computer Science or similar.		✓
Knowledge of computer coding and it's uses.	✓	
Experience of working on full-stack development (eg Node.js, Ruby on Rails or similar)		✓
Experience with Git, Web Hosting and Agile project methodologies		✓
An aptitude for technology and the ability to learn new skills quickly and independently	✓	
Working knowledge of Key Web Development Tools (ie HTML/CSS/JavaScript)	✓	
Experience of facilitating personal development in adults	✓	
Able to demonstrate a strong commitment to partnership working and the ability to liaise effectively with all stakeholders	✓	
Able to manage a varied workload and meet deadlines	✓	
Experience of working in prisons		✓
Excellent communication skills, able to influence decision making groups and senior stakeholders.	✓	
Ability to communicate with people from a wide variety of backgrounds and at different levels of seniority	✓	
Ability to manage and motivate a team	✓	
Good literacy, numeracy and IT skills	✓	
Excellent organizational skills with the ability to effectively manage competing demands	✓	
Able to demonstrate and understanding of the problems facing men and women in custody and of obtaining employment on release	✓	
Ability to problem solve and operate effectively in a challenging environment	✓	
Ability to manage challenging behavior		✓
Personal Attributes		
Good time management	✓	
Self-motivated and resilient	✓	
Commitment to equal opportunities and anti-discriminatory practice	✓	
A strong desire to learn new skills, programming languages and concepts inline with the delivery and potential expansion of the Code4000 curriculum	✓	
Willingness to be proactive in up-dating own knowledge of coding in line with the wider tech industry.	✓	
Positive mind-set and solution focused	✓	
Proactive, adaptable and able to make decisions	✓	
Able to meet deadlines and work calmly under pressure	✓	
Ability to work diplomatically within a host organization	✓	
Desire for others to achieve success	✓	