

## JOB AND PERSON SPECIFICATION

<b>Title of Position :</b> Correctional Educator	<b>CORRECTIONAL SERVICES</b>
<b>Classification :</b> ASO5	<b>Position No:</b> M30103, M30104 & M30105
<b>Location :</b> Port Lincoln Prison	<b>Division :</b> Statewide Operations
<b>Reports To :</b> Manager Offender Services & Case Management	

### JOB AND PERSON SPECIFICATION APPROVAL

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**Chief Executive or Delegate**

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The Correctional Educator provides learning services to students undertaking departmentally approved training and instructional programs whilst under the supervision of Correctional Services. Correctional Educators will deliver and assess departmentally approved education programs of study or training. Correctional Educators will provide training and assessment for prisoners in line with the priorities of the Department for Correctional Services (DCS) and determine and implement flexible delivery methodologies within the prescribed limits of the training program.

#### KEY STAKEHOLDER INTERACTION

Correctional Educators will report to the Manager Offender Services & Case Management and will be a member of the Offender Development team. Correctional Educators will also liaise with educators in other prisons regarding matters associated with the delivery of education/training programs. They may have regular interaction with volunteers and prison library services.

#### BRANCH PROFILE

Port Lincoln Prison (PLP) is a farming based custodial institution in South Australia and has facilities and capacity to provide services, education, development and work opportunities for up to 178 prisoners.

Prison staff is 89, comprising General Manager, Manager Custodial Services, Manager Offender Services, & Case Management, Manager Industries, Case Management Co-ordinator, Supervisor Operations, Kitchen Specialist, Correctional Officers, Administrative Support Staff, Education Co-ordinator, Aboriginal Liaison Officer and Social Workers. The prison also has significant prisoner industry facilities with Custodial Specialist staff.

#### SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

#### HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.

- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

**KEY AREAS OF ACCOUNTABILITY**

**Support the implementation of Prisoner Site Education and Training Plans by ensuring the effective delivery and assessment of departmentally approved education and vocational programs for prisoners by:**

- Delivering, assessing and evaluating prisoner's learning with a designated curriculum or accredited training package.
- Liaising with the department's Registered Training Organisation when the course is accredited.
- Timely enrolments and completions, with accompanying documentation including attendance records.
- Developing methodologies to improve student learning.
- Developing, modifying and reviewing learning resources.
- Guiding prisoners in the preparation and completion of assignments.
- Providing guidance and input into local Training and Assessment strategies; in conjunction with the Manager, Offender Development.
- Assisting the Education Coordinator in counselling prisoners on suitability of learning programs and pathways for accreditation.

**Ensure the application of departmental standards for the operation of learning and training by:**

- Contributing to the development of a learning culture by actively participating in planned professional development activities that are determined by the Department together with making use of on-the-job learning activities as they arise.
- Attending moderation, professional development and other meetings.
- Undertaking relevant administration of assessments and requesting issuance of training certificates.
- Providing information to assist with the case management process.
- Liaising with volunteers and prisoner library services, when required.
- Adhere to the DCS Employee Conduct policy and the Code of Ethics for the South Australian Public Sector professional behaviour as befitting an employee working in a secure environment.
- Maintaining vocational and VET currency.

**Ensure compliance with Work Health and Safety:**

- Through compliance with legislation and safe working practices, undertaking training, controlling risks, wearing appropriate protective equipment, contributing to investigation and rectification of workplace incident/s, accidents and hazards and contributing in the workplace inspection process.
- Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.
- Responsible for early notification and reporting of workplace hazards, incidents and injuries.

**QUALIFICATIONS**

Essential:

- The necessary training and assessment competencies as determined by the National Skills Standards Council, or its successors, which is currently the Certificate IV in Workplace Training and Assessment.
- The relevant vocational certificate/competencies at least to the level of certificate being delivered or assessed or as required by the accredited course or training package being delivered.

Desirable:

- Adult education or other appropriate tertiary qualifications.

**PERSONAL CRITERIA****Essential Criteria**

- Demonstrated current vocational and VET skills and competencies directly relevant to the training/assessment being undertaken.
- Demonstrated ability to create and facilitate an effective learning environment for adults.
- Demonstrated ability to communicate both verbally and in writing with a diverse range of people.
- Demonstrated ability to plan and organise, set priorities and work under limited supervision.
- Knowledge of the application of adult learning methodologies, principles and practices.
- Knowledge of industry practices related to the module or unit of competency (content knowledge).
- Knowledge of and sensitivity to Indigenous culture, learning styles and needs.
- Knowledge of and sensitivity to the learning styles and needs of people from non-English speaking backgrounds or with learning disabilities or from diverse backgrounds.
- Continues to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.
- Experience in the relevant use of the Microsoft Office Software including Excel, Word, PowerPoint, SharePoint, MS Teams.

**Desirable Criteria**

- Knowledge of the role of learning in prison settings.
- Experience in successfully working with prisoners in a Correctional Institution.
- Awareness of security issues as they relate to the prison environment.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.