

## **JOB AND PERSON SPECIFICATION**

**Title of Position:** Correctional Educator  
**Classification:** ASO5  
**Location:** Port Augusta Prison  
**Reports To:** Manager Offender Development

**CORRECTIONAL SERVICES**  
**Position No:** P43078  
**Division:** Statewide Operations

### **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 accredited training and instructional programs whilst under the supervision of Correctional Services. Correctional Educators will deliver and assess VTEC-SA registered, 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 Development 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 and volunteers and prison library services.

#### **BRANCH PROFILE**

Port Augusta Prison is situated at the head of the Spencer Gulf, 300 kms north of Adelaide and in close proximity to the spectacular Flinders Ranges.

As the largest prison in South Australia, Port Augusta has facilities and capacity to provide services, development and work opportunities for up to approximately 625 low, medium and high security prisoners. Many of the state's Aboriginal prisoners are accommodated here due to the prison's proximity to the Tribal Lands of the far north of South Australia.

Port Augusta Prison employs approximately 360 staff, comprised of Operational, Site Services and Offender Development staff.

Port Augusta Prison also has a Prison Industries Unit that provides employment and training opportunities in horticulture, joinery, powder coating, catering, laundry and light industries, spray painting and metal fabrication.

#### **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**

**Ensure the appropriate delivery and assessment of VTEC-SA registered educations and vocational programs to prisoners by:**

- Delivering, assessing and evaluating prisoner' learning within a designated curriculum or accredited training package;
- Timely enrolment 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 Training and Assessment strategies; in conjunctions with the Manager, Offender Development
- Assisting the Education Co-ordinator in counselling prisoners on suitability of learning programs and pathway 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, where required
- Adherence 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.

**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 certificates/competencies at least to the level of certificate being delivered or assess or as required by the accredited course or training package being delivered.

**Desirable:**

- Educational qualifications; learning adult education qualification or other appropriate tertiary qualifications.
- Certificate IV in Business

**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
- Knowledge of Equal Opportunity, Equal Employment Opportunity and Work Health and Safety as it relates to the workplace
- Experience in the relevant use of IT software e.g. Word, Excel

**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.