

Job Description: Learning and Skills Manager

Function:	Regimes
Position:	Learning Skills Manager
Job holder:	
Date (in job since):	-
Immediate manager (N+1 Job title and name):	Head of Learning and Skills
Additional reporting line to:	-
Position location:	HMP Northumberland

1. Purpose of the Job – State concisely the aim of the job.

The job holder will ensure that the establishment education, skills and work regime meets the needs of prisoners and contributes to reducing the risk of re-offending. The regime function provides a strategic focus on the learning, skills and qualifications in all areas of activities, with an emphasis on employability, education and training on release. The job holder is responsible for monitoring the effective provision of prison education via the Prison Education Framework and the Dynamic Purchasing System, the implementation of prisoner skills development and vocational qualifications in all work areas of the prison.

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

The job holder will be required to carry out the following responsibilities, activities and duties:

- Responsible for ensuring all staff within Learning Skills and Employment provide a respectful, safe decent environment for all prisoners and staff.
- Responsible for managing prisoners' education budget both PEF and DPS
- Responsible for assisting in the planning and implementing of quality assurance frameworks within the establishment.
- Co-ordinate Self-Assessment Reports (SARs) for the establishment
- Responsible for managing, promoting, developing and co-ordination all learning and skills activity, (including education, vocational training, library provision) in order to provide a comprehensive and coherent learning and skills programme for all prisoners.
- Assist in the planning and co-ordination of education, skills and work and all other types of learning to form a learner journey from reception to release.

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Responsible for administration of distance learning, further education and open university and monitoring the quality assurance of prisoners managing their own Personal Learning Plan (PLP)
- Work with other resettlement services, the risk management unit and other functions, to encourage offenders to continue their learning on release – ensuring that appropriate Offenders Pathways are arranged / notified prior to release.
- Responsible for monitoring the Service Level Agreements (SLA) for education, library services and training providers operating within the establishment, to ensure that quality standards are achieved.
- Responsible for the delivery of industries vocational training ensuring the screening assessment and referral processes that determine suitability of prisoners to access learning material and tutor to deliver required skills to achieve target qualification.
- Responsible for ensuring that the Career Information Advice and Guidance Service (CIAG) is commissioned and in place.
- Responsible for chairing Quality Improvement Group and Education Partnership Meetings and attend meetings as required.
- Maintain good working relationship with all partners in education and work.
- Responsible for the accuracy of data and figures in Curious that generate the monthly data sets around attendance at PEF education, working hours in industries.
- Responsible for the preparation of material for internal and OFSTED audits and support the HOLS as secondary OFSTED nominee for the establishment.
- Contribute to prisoner reports including Assessment, Care in Custody and Teamwork (ACCT) reports and parole reports.
- Manage devolved budgets in accordance with the financial procedures outlined in the budget delegation.
- Produce relevant reports as required and ensure all correspondence is replied to within agreed timescales.
- Liaise and form good relationships with internal and external stakeholders.
- Manage resources to deliver the activities within the defined work area and contribute to the mid-to-long term business planning process.
- Ensure the defined work area and associated activities comply with Health and Safety legislation.
- Ensure all risk assessments are undertaken and staff are made aware of their personal responsibility towards ensuring Health and Safety compliance

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Ensure the curriculum is maximised within budgetary requirements.
- Meet national standards, HMIP and OFSTED framework for quality of education provision at grade 2 or above.
- Ensure, through regular monitoring and evaluation, that the Education Contractor meets their agreed contractual targets, including maximizing value for money and efficiency.
- Lead to achievement of NVQ's and other appropriate qualifications.
- Be able to evidence that prisoners leave HMP Northumberland having made measurable progress, both educationally and vocationally

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Budgetary monitoring c.£2.7m per annum
- Oversee the library contract with Northumberland County Council

6. Person profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Relevant national qualification and/or significant experience in adult learning and skills delivery.
- Ideally a qualified teacher (Certificate in Education) or a qualified NVQ assessor.
- Experience working with NVQ framework (advantageous)

- Experience of working with contracts and monitoring of performance in a complex environment
- Understanding of correctional theory concerning prisoner rehabilitation
- Effective analytical and problem-solving skills.
- Managerial experience
- Effective interpersonal & communication skills, both written and verbal

7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Head of Learning and Skills



Learning and Skills Manager

Competency Levels

8	<ul style="list-style-type: none"> • Customer Focus – level 3 • Cultivates Innovation – Level 2 • Resourcefulness – level 3 • Manages Ambiguity – level 3 • Being resilient – Level 3 • Collaborates- level 3 • Ensures accountability – level 3 • Communicates effectively – level 3 • Courage – level 3
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Received:

Date:

Date: 6th September 2023

Sarah Phillips

Job holder

Head of Learning and Skills
Immediate Manager